

AG COMMUNICATIONS, LLC

Privacy Policy

AG Communications, LLC (AG) is a full-service, woman-owned meeting management company established in 2000, staffed by experienced medical meeting planners.

As you register for our meetings, we will ask you for work and/or personal information (some mandatory, some optional); in turn, we promise to protect this information and ensure that it remains confidential. We also promise never to sell your information to anyone.

What We Ask For & Why

We work with EMC*Venues* for web registration, and they utilize software from Cvent. You may view Cvent's Global Privacy Policy here - <https://www.cvent.com/en/cvent-global-privacy-policy>

We will ask you to provide some basic information when registering (such as your name, address, phone number, travel preferences, etc). Below is additional information we may require:

- Gender, Date of Birth
- Flight, Passport, TSA Information
- Dietary Requirements
- Allergies
- ADA Requirements
- Personal Preferences

Website Visitors

AG does not collect any information about visitors to our website.

Our Promise to You

AG understands the importance of privacy and carefully protects the information entrusted to us. We will not disclose any personal information to any external company or person, except as described above, without an attendee's informed consent unless we are required by law to do so. With the growth of electronic media, we recognize that it is necessary to take further steps to protect the privacy of the individual.

Our role in protecting an individual's privacy does not stop with these regulatory requirements. We maintain the security and confidentiality of the information disclosed by an attendee according to the strictest standards. As such, we ensure that the personal information

entrusted to us is secure and will not be used for purposes other than what we require to manage the meeting.

Our servers are hosted by Veusoft, LLC and you may review their Cybersecurity, Data Protection, and Acceptable Use Policy here - <https://veusoft.com/privacy.php>

Your Right to Review Your Information

Any attendee is entitled to examine the information we keep regarding them, subject to any restrictions required by law, and may request rectification of inaccurate or incomplete information. If your personally identifiable information changes, or if you no longer wish us to possess your information, you can request correction, updating, or deletion of your information by emailing us at privacy@agcomm.com.

Opt-Out

If you do not want to receive email or other communications from us in the future, please send an email to us at the address below or call us at the telephone number below requesting to be removed from our mailing list. You will also have the option of clicking on a link included in every email communication you receive from us in order to remove yourself from our mailing list.

Email Contact: privacy@agcomm.com

Telephone Contact: 203.395.4587

Questions

If you have any questions about AG's Privacy Policy or would like to change your personal data in our system, please contact us at privacy@agcomm.com.

SPECIFIC PRIVACY POLICY DISCLOSURES FOR THE EUROPEAN ECONOMIC AREA (EEA)

(Effective on May 25, 2018)

If you are a person located in one of the countries that are a part of the European Economic Area ("EEA"), including the European Union ("EU") countries, the disclosures in this General Data Protection Regulation ("GDPR") section apply to you. The AG Privacy Policy above also applies, except when superseded by these Disclosures.

Please note the following definitions for purposes of this Section; other terms as defined elsewhere in the Privacy Policy apply:

What is Personal Data?

“Personal Data” is any information that relates to an identified or identifiable living individual. Different pieces of information, which collected together can lead to the identification of a particular person, also constitute Personal Data. Examples of personal data include:

- a name and surname;
- a home address;
- an email address such as “firstname.lastname@gmail.com”;
- an identification card number;
- location data (for example the location data function on a mobile phone)*;
- an Internet Protocol (IP) address;
- a cookie ID.

Personal Data does not include data about companies or any other legal entities. However, information in relation to one-person companies may constitute Personal Data where it allows the identification of a natural person. The rules also apply to all Personal Data relating to natural persons in the course of a professional activity, such as the employees of a company or organization, or business email addresses like “firstname.lastname@company.org” or employees’ business telephone numbers.

What is “Data Processing”?

“Data processing” is any operation or set of operations which is performed on Personal Data. The term includes data collection, recording, organization, storage, alteration, retrieval, use, disclosure by transmission, dissemination, restriction, erasure or destruction.

What are “Services” Covered by this Policy?

“Services” are the services and products AG offers to consumers, businesses, organizations, and other entities. It includes Services provided by email, on our website, by mail, and telephone. It does not include any products or services offered by our third party contractors, marketing partners, and others with whom AG shares your Personal Data with your consent.

Why Do We Collect and use Personal Data?

AG collects and stores Personal Data in order to provide you with information about its Services. We may also use your Personal Data for internal or external marketing and promotional purposes, or analytical purposes. The information we may provide you may include email newsletters about AG, and newsletters sent by U.S. mail.

We may also transfer your Personal Data to certain third parties for in order to carry out the Services. You have the right to refuse or withdraw your consent to this use.

We may also use IP addresses to help us administer the AG website, and gather demographic data for use in analyzing traffic to our website.

We also collect and use Personal Data as set forth in the “What We Ask For and Why” section of the Privacy Policy.

All use and disclosure of your Personal Data is done in accordance with the European Union General Data Protection Regulation (GDPR), as required. We will ask for your consent when required under GDPR.

What is Our Legal Basis for Processing Your Information?

We collect and process your Personal Data for a variety of different purposes which are set out in further detail in this section. Data protection laws require that we ask for your consent so that we may process your Personal Data in some instances.

In other instances, however, those laws allow us to process your Personal Data without obtaining your consent.

For example, we do not need your consent to perform an obligation required by contract with you, including when you order a product or service, or where we need to use your Personal Data to provide Services in cooperation with our service providers or other organizations.

We may also process your Personal Data without your consent for our legitimate interests, including when you ask us to help you plan a meeting or event, and when you submit an RFP. In those instances, we may share your Personal Data with third parties to help you with your event. Other examples of our legitimate interests include our direct marketing programs, third party services in connection with our Services, and to develop and improve our services.

Other examples of when your consent is not needed include to comply with legal obligations, including laws, regulators, and court orders; and to protect the important or vital interests of you or someone else.

When Might We Ask for Your Consent to Process Your Personal Data?

We may request your consent when we want to process your Personal Data using the following tools:

- Cookies

Cookies can be used to recognize your browser when you visit our site, remember your preferences, and give you a personalized experience in accordance with your settings. Cookies also make interactions with our site faster and more secure.

- Analytics cookies and similar technologies

These cookies collect information about your use of our websites and apps and enable us to improve the way it works. For example, analytics cookies show us which are the most frequently visited pages on our website. They help us record how you interact with our websites, such as how you navigate around pages and from page to page; identifying improvements we can make to the customer journey.

- Web beacons

These are bits of data that count the number of users who access a website or webpage and can also allow us to see if a cookie has been activated. We may use this information to help us identify which emails are more interesting to you (this information is aggregated and does not identify you individually).

- Tracking URLs

Tracking URLs are a special web link that allows us to measure when a link is clicked on. They are used to help us measure the effectiveness of campaigns and advertising and the popularity of sections of the site.

- Device ID

If you access our website on your mobile device we may collect a unique device identifier assigned to that device, geo-location data, and other transactional information for that device. We may also use the unique identifier to assess if you have visited a location, for example.

- Functional/preference cookies and similar technologies

These cookies collect information about your choices and preferences, and allow us to remember things like language, your username (so you can log in faster), text size, and location, so we can show you relevant content to where you are. They allow us to customize the services

you have accessed. We also use these cookies to provide you with services such as video clips or video content.

- **Opt In Email Address**

In an effort to provide you relevant, and constant email communication, we may have email submission forms in various sections of our site. Only email addresses that are submitted by you, or someone on your behalf, will be kept in our email database. We may use additional cookie data, such as IP address, zip code or hashtag IDs, or Device ID data, and assign such data to your email, in an effort to provide you a better, more personalized web/site experience, or for retargeting purposes across our advertising campaigns.

If you participate in a survey or request information, your email address, physical mailing address and any other information you volunteer will be collected.

- **Marketing**

Where we are not relying on our legitimate interests or another legal basis for processing Personal Data, we may ask for your consent for AG or our partners or vendors to contact you by telephone, SMS, post and/or email about other offers, products, promotions, developments or Services which we think may be of interest to you and for other marketing purposes.

Who Do We Share Your Personal Information With, and Why?

Personal Data will be shared with third party service providers, who will process it on behalf of AG for the purposes identified above. Such third parties include providers of social media platforms and search engines, providers of services to AG such as website hosting, app developers, software providers, maintenance providers, payment providers, video streaming companies and marketing services. Third parties may also include hotels, transportation providers, and other persons and entities that may assist AG in providing the Services, or other products and services you have elected to receive as a participant in a meeting, convention, or other event.

Personal Data may also be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our legitimate interests in compliance with applicable laws.

We will only share your Personal Data with a third party for the purpose of them directly marketing to you where you have consented to such data sharing.

Transferring Data

Our Services are performed from the United States. If you are located outside the United States and choose to provide Personal Data to us, you acknowledge and understand that your information will be transferred, processed and stored in the United States, as is necessary to provide the Services. United States privacy laws may not be as protective as those in the EEA.

We may need to store or transfer your Personal Data to other countries outside the EEA. By providing your Personal Data to AG, you consent to such storage and/or transfer. If we do so, we will take appropriate safeguards to require that your Personal Data will remain protected in accordance with this Privacy Notice. Further details of these safeguards can be provided for your review on request by contacting AG using the contact information in this Policy.

What Rights Do You Have?

You have the right to:

- Request confirmation from us as to whether or not we are processing your Personal Data.
- Ask us for a copy of your Personal Data;
- To correct, delete or restrict processing of your Personal Data;
- To obtain the Personal Data you provide to us with your consent;
- To transfer your Personal Data to another controller; and
- You can object to the processing of your Personal Data in some circumstances, such as where AG doesn't have to process the Data to meet a contractual or other legal requirement, or where we are using the Personal Data for direct marketing.

To request a copy of your Personal Data, or to exercise any of the other rights in this section, contact us at privacy@agcomm.com. As permitted by law, certain data elements may not be subject to access, modification, portability, restriction, and/or deletion. Furthermore, where permissible, we may charge for this service. We will respond to reasonable requests as soon as practicable and as required by law.

How Can You Withdraw your Consent for AG to use your Personal Data

Whenever we rely on your consent to use your Personal Data, you will always be able to withdraw that consent. To notify us of your withdrawal, contact us at privacy@agcomm.com.

Consent that you may withdraw includes opting-out of direct marketing, which may have its own instructions for withdrawing on an electronic message.

This withdrawal of your consent would be effective unless we have other legal grounds for processing your Personal Data for other purposes, such as those mentioned above. For example, we may be able to send you direct marketing without your consent, where we rely on our legitimate interests.

Also, if fulfilling your request to withdraw your consent would reveal Personal Data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping, we may be entitled to retain some or all of your Personal Data.

To exercise any of your rights, please get in touch with us at privacy@agcomm.com.

If you have unresolved concerns, you have the right to complain to an EU data protection authority where you live or work within the EU, or where you believe a breach may have occurred (if in the EU).

How Do You Opt-Out of Direct Marketing?

There are several ways you can stop direct marketing messages from us:

- Click the “unsubscribe” link in any email marketing communications which we send you, and make changes on the linked webpage.
- Contact us by email, or by using the “Contact Us” page on our website.

How Do You Block Cookies?

If you want to block the use and saving of cookies from our website on to your computer’s hard drive, you should take the necessary steps within your web browser’s settings to block all cookies from the website and its external serving vendors. Please note that if you choose to erase or block your cookies, certain parts of our website may not function correctly. For information on how to disable cookies, refer to your browser’s documentation.

How Long Will We Retain Your Data?

We retain the Personal Data we collect from you so long as we have an ongoing legitimate business need to do so (for example, to provide you with a Service you have requested or to comply with applicable legal, tax or accounting requirements).

When we have no ongoing legitimate business need to process your Personal Data, we will either delete or anonymize it or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your Personal Data and isolate it from any further processing until deletion is possible.

De-identified or Anonymized Data

We may create de-identified or anonymous (“anonymized”) data from Personal Data by removing data components (such as your name, email address, or linkable tracking ID) that makes the data personally identifiable to you or through obfuscation or through other means. Our use of anonymized data is not subject to this Privacy Policy.

Third-party Sites

AG’s website may provide a link to another website or Internet location. We provide these links merely for your convenience. We have no control over, do not review, and are not responsible for these other websites, their content, or any goods or services available through the websites. Our Privacy Policy does not apply to these other websites. We encourage you to review the terms of use and privacy policies of each third-party site you visit.

If You Are a Minor, May You Give Your Consent?

If you are a child under 13 years old, you may not give us consent to use your Personal Data. If we learn that you are under 13, we will remove your Personal Data from our records.

If you are between 13 and 15, we may use your Personal Data only if your parent or guardian renders his/her consent.

Right to Lodge a Complaint With A Supervisory Authority

You may have a right to lodge a complaint with a supervisory authority. Contact the authority in your EEA country of residence.

Contact Us

For questions regarding this Privacy Policy, please contact us at: privacy@agcomm.com.