

## **Privacy Policy – SET-JET25 - The World Screen Tourism Summit**

This privacy policy sets out how the organisers of The World Screen Tourism Summit (The Tourism Business) uses and protects the information we collect. The Tourism Business (registered with the UK ICO) is the data controller and data processor of any personal data you supply. Any personal information provided will be used to process your event booking and ensure you have the best possible event experience.

### **What we collect**

The Tourism Business and its event registration company, Mosaic Events, may collect the following information:

- your name and job title
- your contact information, including your email address and phone number
- personal information such as special requirements both dietary and mobility
- demographic information such as postcode, preferences and interests
- other information relevant to your attendance at the event (such as an address for invoicing purposes)

### **What we do with the information we gather**

The Tourism Business and its event registration company, Mosaic Events require this information to understand your needs and provide you with a better service. We may use this information in the following ways:

- perform or take steps to enter a contract to attend an event
- improve our event offer and services
- send emails about information which is relevant to attending an event
- customise the website registration pages according to your interests
- from time to time, we may also use your information to contact you for market research purposes related the event you have signed up for, or for an allied event run by The Tourism Business, and we may contact you by email, SMS, or mail
- If you request to receive no further contact from us, we will keep some basic information about you on our suppression list in order to comply with your request and avoid sending you unwanted materials in the future.

### **Who has access to your information?**

The Tourism Business and Mosaic Events' staff have controlled access to your information to enable us to provide you with services. We may pass your information to our third-party service providers, subcontractors and other associated organisations to provide services on our behalf. The organisation we work with to host our event management software is Cvent, a global conference company with its own strong privacy policies.

### **Consent**

By signing up to one of our events you have **OPTED IN** to allow your data to be used for marketing, statistical and analytical purposes and to administer your booking(s).

With event communications, consent can be withdrawn at any time by contacting us or by using the link in the relevant email.

### **Controlling your personal information**

If you wish to obtain a copy of your personal data held by us, then please contact us using the details below. Please note, if you make a request for this data via email, you may also be asked to provide proof of your identity and for information that might help to locate the data you are seeking (such as your post code).

If you believe that any of the information, we hold about you is incorrect or out of date, please provide us with the updated details.

In addition, you have the right to be forgotten, if you would like to be deleted from our system, please do inform us using the below details.

### **To contact us please use any of the details below:**

**Email:** [conference@thetourismbusiness.com](mailto:conference@thetourismbusiness.com)

**Telephone:** 0770 291 2938

**Postal Address:** The Tourism Business, 9 Main Street, Stamford Bridge, York YO41 1AE

### **How we use cookies**

A cookie is a small file which, when added, helps analyse web traffic or lets you know when you visit a site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to your needs. We only use this information for statistical analysis purposes.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

This above applies to both the SET-JET25 website and other microsites that The Tourism Business and their sub-contractors Mosaic Events build for our events.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our sites, we do not have any control over that other website.

Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy

statement. You should exercise caution and look at the privacy statement that applies to the website in question.

### **Support**

If you have any queries relating to this policy, please contact the Data Protection Officer, Martin Evans, on the below details:

**Email:** [conference@thetourismbusiness.com](mailto:conference@thetourismbusiness.com)

**Telephone:** 0770 291 2938

**Postal Address:** The Tourism Business, 9 Main Street, Stamford Bridge, York YO41 1AE