

CAT Media Privacy Notice



Who we are

CAT Media is the trading name of Conference And Travel Publications Ltd, the leading communications specialists in the international events industry.

What we do

We provide print, digital and live media solutions to inform event organisers and suppliers.

Introduction

CAT Media is a trading name of Conference And Travel Publications Ltd. CAT Media respects your privacy and is committed to protecting it. We aim to maintain consistently high standards in our use and storage of your data and endeavour to comply with the Data Protection Act 1998, the EU General Data Protection Regulation (GDPR) and other relevant legislation.

To reflect changes in privacy laws, this updated Privacy Notice aims to clearly and transparently inform you of how we use your personal data, how we ensure it is kept secure and your choices about its use. We hope this can help you to make informed decisions when communicating with us and availing yourself of our products and services.

In this Notice, references to "we", "us" and "our" refer to Conference And Travel Publications Ltd. Personal data, as defined by the GDPR, means any information which relates to a living individual who can be identified, either directly or indirectly, from this information. For example your name, email address, postal address, telephone number and other personal details.

From time to time we will update this Privacy Notice, so encourage you to refer back to it regularly.

In addition to this Notice, each service offered by us or our group of companies may have additional privacy provisions that are specific to the particular service. You will always be informed of these issues transparently at the time you provide your personal data.

Using links to external sites

Please remember that when you use a link to go from our website to another website, our Privacy Notice no longer applies. Your browsing and interaction on any other website or your dealings with any other third party service provider, is subject to that web site's or third party service provider's own rules and notices/policies. We do not monitor, control or endorse the information collection or privacy practices of any third parties. This Notice applies solely to Information collected by us

through our services and activities and does not apply to these third party websites and third party service providers.

About us

Our contact details

If you have any questions about this Privacy Notice you can contact us in the following ways:

Write to us at: Data Protection Officer, CAT Media, Fairway House, Portland Rd, East Grinstead, West Sussex RH19 4ET

Call us: +44 (0) 1342 306700 (and ask for the Data Protection Officer)

Email our Data Protection Officer: catdata@catmedia.global

CAT Publications is registered in England. Registration No: 2074989.

Collection of your personal data

Personal data you provide directly to us

We collect personal data from you when you enquire about or request a product or service directly from us. For example you will provide personal data to us when you:

- register on one of our websites
- join online discussions
- subscribe or request a magazine
- apply for a job
- sign up for a digital product or service
- register to attend a conference, an awards event or other CAT Media event
- request a newsletter
- enter a competition or prize draw

When you order on-line, we may ask for your name, position, company name, address, telephone number, fax number, e-mail address and credit or debit card details. This allows us to process your data, fulfil an order and contact you with any queries. We will also request your choices of consent to future contact.

We will also collect specific information where relevant for a particular service. For example, you may choose to upload your CV when using one of our job sites.

When you register to attend one of our events, we may also collect details about your dietary and accessibility requirements. We only collect this information with your explicit consent and will only use it for the purposes for which it is collected.

How we use your personal data.

When you visit our websites

Protection of client information

As required by the UK Data Protection Acts of 1984 and 1998 and GDPR, we follow strict security procedures in the storage and disclosure of information you have given us, to prevent unauthorised access.

Disclosure of client information

You have a choice about the type of information you would like to receive from us and if you would like to receive information from other carefully selected organisations approved by us (for invitations to special events and news of special offers). We may rent your details so that 3rd parties can promote their activities to you. We will not sell your details or give sight of them to any third party organisation. However we provide you with the means to easily block this activity if you prefer.

Cookies

Cookies are stored on your hard drive and contain information about you which you have placed on our site. These cookies enable you to gain access to the web site again without re-entering your information. The cookies also help us to monitor the site to enable improvements, upgrades and to understand how people are using it.

Your consent

By using our web sites, you consent to the collection and use of your information by CAT Media. You may update or correct your information at any time.

From other organisations or publicly available sources

We sometimes combine information we have collected from our websites or other sources with information received from other organisations. This is used to verify the personal data we hold for you (e.g. to check your postal address is correct) enhance the content and relevance of the advertising we provide to you.

We may also research publicly available sources (e.g. websites and LinkedIn) and use external suppliers, to identify business contacts who are likely to be interested in the products and services we have to offer. We will only collect the minimal amount of information required for this purpose (e.g. name, job title, company and contact details) and when we contact you we will always provide you with an easy way to cease receiving information from us.

The lawful bases we rely on

Under the GDPR there are six lawful bases under which organisations can collect, use and store personal data. We have identified four upon which we rely upon for our business activities: Consent, Contractual, Legitimate Interests and Legal Obligation.

Contractual - in many circumstances we rely on the lawful basis of "performance of a contract", this enables us to respond to you when you have expressed an interest in our products and services and to fulfil any requests to do business with us. We will also continue to communicate with you after you have concluded a business transaction with us.

Consent - in some circumstances we rely on your specific consent, whereby you actively agree and "opt-in". We will always make it clear how you can withdraw your consent at any time.

Legal Obligation - there may be circumstances when we are legally obliged to hold your personal data or required to disclose it to a third party by law.

Legitimate Interests - for some of our activities we rely on our legitimate business interests to collect and use your personal data. In such cases, we have considered that your interests are balanced with ours and do not believe these activities will have a negative impact on your privacy rights or freedoms. If you disagree with us, we will provide an easy way for you to discontinue communications with us.

We specifically rely on Legitimate Interests to:

- manage specific aspects of our events.
- send you marketing communications about our products and services.
- send you marketing communications related to other companies' products and services (in a business-to-business context).
- personalise the marketing content we provide you.
- share your contact details with a named sponsor, when you access specific sponsored content.
- undertake business sales and advertising activities
- research publicly available business contact details. To learn more please see Collection of your personal data and From other organisations or publicly available sources
- customise the content you see on our websites. To learn more please see Personalised website content

You can always object to our marketing messages. If you wish to object to our reliance on Legitimate Interests for any other purpose please contact us.

How we use your personal data

Fulfilment of a service

We will use your personal data for the purposes of fulfilling a product or service you have requested, which includes:

- Responding to your enquiries about our products and services
- Fulfilling your requests and delivery of a product or service. For example when:
 - subscribing to a magazine
 - registering to attend an event
 - registering to access online content

- registering to access site functionality
- applying for a job
- Administering your account
- Sending you specific service or transactional communications about a product or service
- Fulfilling prize draws and competitions
- Delivering customer services

Conferences and events

Please find below information about how your personal data will be used when you register to attend one of our conferences.

If you are making a group booking please ensure you have permission from others to share their name and contact details with us. We will share your details (name, job title and company name ONLY) with events sponsors, to ensure that any content and activity on the day is tailored specifically to the audience attending. If you would prefer us not to do this please email us. We will share the delegate list with the venue for fire regulation purposes.

Exhibitors at stands or seminar hosts/sponsors may ask to scan your badge at the event to gain your consent to contact you in future for their direct marketing purposes. If you would prefer your contact details are not shared, you can choose not to have your visitor pass scanned at any stand or seminar.

Please note that photographs and video footage may be taken at our events and used in post-event publicity. If you have any objection to this please email us

Awards events

Below you will find information about how your personal data may be used when you register to attend one of our Awards.

If you are making a group booking please ensure you have permission from others to share their name and contact details with us. We may share your details (full name & company name ONLY) with the Award sponsors and with other attendees via an Award brochure, an attendee list, table plan and/or screen presentation. Please email us if you would prefer your name not to appear. We may also share the attendee list with the venue for fire regulation purposes. Please note that photographs and video footage may be taken at this event for use in post-event publicity. If you have any objection to this please email us.

M&IT Challenge Events

Please find below information about how your personal data may be used when you register to attend one of our Challenge Events.

These events are specifically designed for delegates to meet and network with specific service suppliers. We believe it is in everyone's interests for business contact details to be shared between delegates and suppliers. You will always be informed of this. We will also need to share basic details

to facilitate your travel and accommodation. Please note that photographs and video footage may be taken at this event for use in post-event publicity. If you have any queries or concerns please email us.

Sponsored content

CAT Media brands often provide sponsored content such as webinars, expert reports, whitepapers, surveys or events. We may share the details you provide to access this specific content with the named sponsor. However, this is always your choice and you will be provided with a clear opportunity to indicate if you would prefer us not to share this information.

Job seeking service

Please find below information about how we use your personal data when you use our job seeking services. These services may allow you to receive job alerts, upload your CV and share your details with recruiters. If you apply for a job, your details may be shared with the recruiter promoting the specific role. At your request we may allow recruiters to access your CV.

Marketing communications

When we collect your personal data we will include a specific notice to inform you and give you choices about future direct marketing communications from us.

We will only send you direct marketing communications when you have:

provided your consent (e.g. ticked a box or clicked a "button" to submit a form) or where we believe we can demonstrate a legitimate business interest and have balanced this with your interests and privacy.

It is always your choice and you can stop receiving direct marketing communications from us at any time. We will provide a clear and easy way to do this on any communication you receive.

For electronic marketing communications (via email, sms and phone) we adhere to the rules of the Privacy and Electronic Communications Regulations (PECR).

Personalised marketing content

We want to ensure our marketing communications are of interest to you. We therefore use the information we know about you to tailor our messages to be more relevant. We may use details such as your gender, age, geographical location and previous transactional history to do this. You have the right to curtail any such activity if you choose to do so, but this will mean we will be unable to send your tailored and personalised marketing communications in future.

Personalised website content

We believe website content is more interesting to you when it is relevant. We provide tailored recommendations and advertisements to customise the content that you see on our websites. To do this, we use cookies and similar technologies through various technology partners to help us

understand how you interact with our websites (e.g. the content you viewed on a previous visit or aggregated website performance analytics). To learn more please see our Cookie Notice.

How to stop receiving marketing communications

We don't want to send you marketing communications if you do not want to receive them. You can stop receiving these messages from us at any time.

Emails: There will always be an unsubscribe link on any marketing email you receive from us. We will provide granularity to the types of emails you can unsubscribe from.

Post: We will inform you in any postal communication how you can stop receiving direct mail in future.

Phone: If you receive a marketing call from us, please let the caller know if you don't want to receive calls again.

SMS: Please text "STOP" to any message received.

Our service suppliers

We use a number of companies to help us in providing a professional service to our customers. For example, professional event organisers, venues, mailing bureaux and call centres. These companies only act under strict contractual instruction from us. We limit the personal data we share with our suppliers to only those necessary to fulfil the specific service they provide to us.

Audits and verification

We may share your personal data with the auditing organisation, ABC (Audit Bureau of Circulations Ltd). This is only so ABC can verify aggregated statistics about circulation and usage of our products or review our policies, processes and procedures for compliance with relevant standards. To learn more please see ABC's Privacy Policy.

Legal Disclosure

We may need to disclose your personal data to comply with any legal obligation. These requests will be verified before we consider to share your details.

Changes to our company

In the event we go through a business transition such as a merger or acquisition by another company, or sale of all or a portion of our assets, your personal data may be among the assets transferred.

Social Media, message boards and chat

Using social media sign-in

On some of our websites we may enable you to sign in using a social media service.

We will inform you if we wish to access more than just basic account information during this process, so you can let us know you are happy to share this details with us. We therefore recommend you also check what permissions you enable in your social media profiles.

Using message boards and chat

Any information which you choose to voluntarily post to message boards, chat rooms and other interactive forums, is by its very nature being made publicly available to other users who have access to that portion of a website or service. We would encourage you not to share your personal data and we are not responsible for any information you choose to provide or communicate in such forums. Any disclosures you make are at your own risk. If you are having difficulty deleting or editing a post, please email: catdata@catmedia.global

Protecting children

We require that all persons accessing our information and channels are over the age of 18. All our brands are aimed at adults and are not designed for use by children. We clearly stipulate that entry into any of our competitions is only available to over 18s. We do not knowingly intend to send marketing communications to children.

We actively encourage all our staff, whenever they are implementing new promotions, offers or events to assess whether these might be attractive to children and if so, will ensure clear information is provided to try and deter children from providing their personal data.

If you are a parent or guardian and are concerned that we may be processing personal data related to your child, please use our contact details.

Your rights

Under data protection law you have a number of rights. These are aimed at giving you control about how your personal data is used by us. To object to direct marketing or exercise any of your rights or if you are unhappy with the manner in which we have collected and are using your personal data, please email catdata@catmedia.global

If you are concerned with the manner in which we have handled your personal data, you have the right to complain to a supervisory authority. In the UK this is the Information Commissioner's Office. To find out more go to www.ico.org.uk

Access your personal data

You can request a copy of the personal data we may hold relating to you and the purposes for which we are using it. This is known as a Subject Access Request. In responding to such a request we may ask for proof of your identity, to ensure we do not inadvertently send your personal data to another person. We will endeavour to respond to any such requests as soon as possible. Please use our contact details.

Amend your personal data

If you discover or believe the personal data we hold for you is out of date or incorrect please let us know and we will rectify this as soon as possible. Please use Our contact details.

Delete your personal data

If you wish for your personal data to be deleted we will cooperate fully with your request as soon as we are able. Please use Our contact details.

Keeping your data secure

Where we store your personal data

We hold your personal data on secure systems, within the UK. Where we employ service providers, we have appropriate agreements in place to ensure your personal data is protected. Your personal data may be transferred to a country outside the European Economic Area (EEA). This may be required for the purposes of our staff based outside the EEA or where a supplier of a service is based outside the EEA. We will take all reasonable steps necessary to ensure your personal data is treated securely. This includes the use of Binding Corporate Rules and Model Contractual Arrangements as approved by the European Commission, and the EU-US Privacy Shield.

How we keep your personal data secure

We have appointed external IT experts to audit our systems and hardware to ensure we take all due precautions to ensure we comply with GDPR. We are committed to protecting the security of the personal data we hold. We deploy appropriate technical and organisational measures to ensure your personal data is kept securely and to prevent any unauthorised access. We have robust procedures and features in place to prevent such unauthorised access. We also require any parties to whom we transfer personal data to ensure they have appropriate security measures in place.

How long do we keep your personal data?

We hold personal data for a variety of different purposes and the length of time we store your information will vary according to the products and services we are providing to you. We will only keep your personal data for a reasonable period of time.

There will be circumstances in which we keep a strictly minimal amount of information about you, for example to ensure we can honour an objection to receiving direct marketing. In this case we will anonymise your data. We may also be required to retain personal data for a longer period of time for contractual or legal reasons.

Reporting security vulnerabilities

We are committed to the privacy, safety and security of our customers. If you discover a potential security vulnerability, we would ask you to please report it just to us in a responsible manner. Please email us at catdata@catmedia.global and we will respond to you as soon as possible. This provides us with an opportunity to work with you and quickly resolve any issue. Publicly disclosing a potential

vulnerability could put the wider community at risk, and therefore we encourage you to come to us first.

Cookie Notice

The aim of our Cookie Notice is to provide you with a summary of the tracking technologies we use and how you can control what is set and when. We keep our Cookie Notice under regular review to best reflect the technology we use on our sites.

Cookies and tracking technologies we use

Where CAT Media talk about cookies and tracking technology on our websites we refer to the following:

Flash Cookies

A local shared object, sometimes called a "Flash cookie," is a data file that can be created on your computer by the websites you visit. They are most often used to enhance your web-browsing experience. Adobe's website provides details regarding Flash Cookies

Web Beacons

To help us better manage content we may employ web beacons in emails that we send to our subscribers. Web beacons are tiny graphics with a unique identifier and are used to track the online movements of internet users. Unlike cookies, which are stored on a user's computer hard drive, web beacons are embedded invisibly on websites. We may use them in our HTML-based emails to learn which emails have been opened by recipients, enabling us to gauge the effectiveness of our marketing campaigns.

Pixels

A pixel refers to the code that is placed on your computer in order to trigger a cookie. We sometimes use this methodology to allow us to deliver more relevant messages to you.

Log Files

We may use log files to record events that occur on our websites. This may include, though not exclusively, the type, content or time of transaction made via your device. These audit trails allow us to analyse activities on our websites.

How and why we use cookies and tracking technologies

Types of Cookies and how they are set

There are two types of cookies:

"Session Cookies" - Stored temporarily in your computer's memory while you are visiting a website and are deleted when you close your browser.

"Persistent Cookies" - Stored for a set period on your computer and used to determine whether there has been any contact between us and your computer in the past.

There are two ways cookies set can be on our websites:

"1st Party Cookies" - cookies that are set by the website domain (or belonging to a sub domain) of the website.

"3rd Party Cookies" - cookies that are set by another website domain. (e.g. by one of our main technology partners or by an external web services)

Cookies Classification

We are categorising cookies set on the site by ourselves and our main technology partners into the following categories:

Category 1: Strictly necessary cookies

These cookies are essential, as they enable you to move around a website and use its features, such as accessing secure areas. Without these cookies, services you've asked for (such as access to secure areas) can't be provided. These cookies don't gather information about you that can be used for marketing or remembering where you've been on the internet.

Category 2: Performance cookies

These cookies collect information about how you use a website, for example which pages you go to most often and if you get any error messages from certain pages. These cookies don't gather information that identifies you. All information these cookies collect is anonymous and is only used to improve how our website works. These cookies are not used to target you with online advertising. Without these cookies we can't learn how our website is performing and make relevant improvements that could better your browsing experience.

Category 3: Functionality cookies

These cookies allow a website to remember choices you make (such as your user name, language or the region you're in) and tailor the website to provide enhanced features and content for you. For instance, they can be used to remember log-in details, changes you've made to text size, font and other parts of pages that you can customise. They may also be used to provide services you've asked for such as watching a video or commenting on a blog. These cookies may be used to ensure that all our services and communications are relevant to you. The information these cookies collect cannot track your browsing activity on other websites. Without these cookies, a website cannot remember choices you've previously made or personalise your browsing experience.

Category 4: Targeting and advertising cookies

We use these to provide adverts on our sites that we believe are more relevant to you. Without these cookies, online adverts you encounter will be less relevant to you and your interests. We also enable some advertising partners to set cookies specifically to enable them to analyse advertising campaign performance.

Our main technology partners

We work directly with a number of technology partners to maintain and enhance our websites. We will update the following table when cookies are added or removed.

Google DoubleClick

We use Google DoubleClick for the delivery and measurement of advertising campaigns.

Google AdWords

We use Google AdWords to promote our products and services through Google's advertising opportunities.

Google Analytics

We use Google Analytics to provide insight into how visitors find and use our web pages so that we can evaluate and develop them.

Facebook

We use Facebook to promote our products and services.

Twitter

We use Twitter to promote our products and services.

Instagram

We use Instagram to promote our products and services.

Linked In

We use Instagram to promote our products and services.

External web services

We use a number of web services to display external content, e.g. YouTube. These could set cookies or track your activity anonymously – for full information you should read the privacy policies of these sites.

Your control options

When you use any of our websites for the 1st time you may be notified about our use of cookies via a "pop up" banner. This is to inform you that cookies or similar technologies are deployed on your device. Some of these cookies or similar technologies may facilitate the processing of personal data.

Managing your cookies

You can choose to disable your web browser's ability to accept cookies. Please note that if you choose to do this, you may not be able to access or take advantage of many features of the service and some parts of the website may not work properly.

You can control how cookies are set within your browser settings. Each browser is different so check the 'Help' menu of your particular browser to learn how to change your cookie preferences, please see:

"Privacy Browsing" in Firefox

"Incognito" Browsing in Chrome

"InPrivate" Browsing in Internet Explorer 11

"InPrivate" Browsing in Microsoft Edge

"Private Browsing" in Safari

If you want to learn more about cookies, or how to control or delete them, you may also visit: www.allaboutcookies.org. You may also wish to review the guidance provided by the Information Commissioner's Office <https://ico.org.uk/for-the-public/online/cookies/>