



OBIS 360 LTD

PRIVACY POLICY

Obis 360 Limited respects the personal information of people that it collects and complies with the General Data Protection Regulation (EU 679/2016) (GDPR).

We ask that you read this privacy notice carefully as it explains:

- who we are;
- how and why we collect, store, use and share personal information;
- your rights; and
- on how to contact us and supervisory authorities in the event you have a complaint.

We may make changes to this privacy policy that we consider to be, and you should check this page from time to time for any updates.

1. WHO WE ARE

Obis 360 Limited (Hereinafter referred to as Obis) with its registered office at Turnbull House 226 Mulgrave Road, Cheam, Sutton, Surrey, SM2 6JT collects, uses and is responsible for certain personal information about you.

2. THE PERSONAL INFORMATION WE COLLECT AND USE

a) Information collected by us:

In the course of providing event management services to you we will collect personal information you provide to us when you contact us to request our services; such information includes your name, photograph, address, email address and telephone contact numbers.

b) We use personal information to:

1. To provide event management services to you such as booking hotels, arranging flights and arranging taxis for you when you attend an event.
2. For our internal record keeping purposes.
3. To improve our products and services.
4. To contact you from time to time for when arranging events. This can be via email, post or phone.



c) Who we share your personal information with:

We share your data with the following:

1. With suppliers who work with us and who provide us with services such as IT, hotels, travel agencies, or airlines our services.
2. We will only share personal information with law enforcement or other public authorities and regulators if required by applicable law.

d) Whether information has to be provided by you, and if so why.

You will be required to provide your name, address, email address and telephone number. If you choose not to provide this information to us, we may not be able to provide our services to you.

e) How long your personal information will be kept

We will hold your personal data in accordance with applicable laws and for as long as we need your data to provide you your services and in accordance with our data retention and destruction policy. We will delete your personal data within 3 months of an event completing where we do not need your data.

f) Reasons we can collect and use your personal information

We rely on a combination of legal bases to collect, use, process and store your personal data. These include contract performance, legitimate interests and consent where we require this.

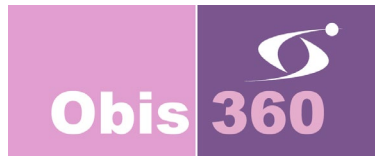
3. TRANSFER OF YOUR INFORMATION OUT OF THE EEA

From time to time we may be required to transfer your personal information outside of the European Economic Area (EEA); this will be in cases where an event may be being held outside of the EEA. In such cases we will have agreements in place with suppliers outside of the EEA to protect your personal data when it is transferred to them.

4. YOUR RIGHTS

Under the GDPR you have a number of important rights. In summary, those include rights to:

- a) Fair processing of information and transparency over how we use your personal information.
- b) Access to your personal information. Please provide enough information to identify yourself correctly; you may make such a request by emailing us at info@obis360.com



- c) Require us to correct any mistakes in your information which we hold. You can request us to rectify and correct any personal data that we are processing about you which is incorrect by contacting us at info@obis360.com
- d) We will update your personal details and keep your data accurate.
- e) Require the erasure of personal information concerning you in certain situations. Again, you can request us to erase any personal data that we are processing about you by contacting us at info@obis360.com
- f) Receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit that data to a third party in certain situations. You can request us to do this by contacting us at info@obis360.com
- g) Object at any time to processing of personal information concerning you for direct marketing. Again, you can object by contacting us at info@obis360.com or by opting out and unsubscribing.
- h) Object in certain other situations to our continued processing of your personal information by contacting us at info@obis360.com
- i) Otherwise restrict our processing of your personal information in certain circumstances by contacting us at info@obis360.com

Please note that some of these rights apply in specific circumstances and are qualified by exemptions in data protection legislation. We will advise you if we are relying on any such exemptions when we respond to you.

If you would like to exercise any of those rights, please email, call or write to us at the email above or at the address given below in "how to contact us".

5. KEEPING YOUR PERSONAL INFORMATION SECURE

We are committed to ensuring that your information is secure.

In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. Security measures are both physical measures and electronic for example by the use of firewalls, encryption.

We limit access to your personal information to those who have a genuine business need to know it.

Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.



We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach in 72 hours where we are legally required to do so.

You should also note that whilst we will use all our efforts to protect your privacy and data, we cannot ensure or warrant the security of any information you transmit to us over the internet because no method of transmission over the internet or method of electronic storage can be guaranteed to be absolutely secure.

6 . HOW TO COMPLAIN

We hope that we can resolve any query or concern you raise about our use of your information.

We ask that in the first instance you contact us if you have a complaint and we will try to resolve that. The [General Data Protection Regulation](#) also gives you the right to lodge a complaint with a supervisory authority. The supervisory authority in the United Kingdom is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

7. HOW TO CONTACT US

Please contact us if you have any questions about this privacy notice or the information, we hold about you.

If you wish to contact us, please send an email to info@obis360.com or at Turnbull House 226 Mulgrave Road, Cheam, Sutton, Surrey, SM2 6JT