

**General Terms and Conditions of Business of Vagedes & Schmid GmbH**  
**Part III - Special Conditions: Data protection provisions Management of attendees for third parties**

Version November 2020

**Purpose of attendee management**

Vagedes & Schmid GmbH, Osterfeldstr.6, 22529 Hamburg, (VS) operates software in the area of event management and provides it to clients to enable them to stage their events. VS acts as an external service provider responsible for attendee management on behalf of the clients as well as for processing the data. VS works with its own data processors.

When carrying out attendee management on behalf of a client, VS takes the protection of personal details very seriously. The protection of privacy when processing personal data is an important issue for VS. As the contractor, VS may only use the data provided by the parties concerned (participants/applicants) within the framework defined by the client's instructions. VS therefore uses personal data collected from visitors to a website set up for a specific event when they register for the event, solely in accordance with the personal consent of the person concerned and statutory provisions. VS has taken technical and organisational steps to ensure that the data protection regulations are observed. The client has satisfied himself that the technical and organisational measures at VS as the contractor are being adhered to as agreed. VS would like attendees to know what data VS collects when and how they are used (principle of transparency).

**Personal details**

Personal details constitute information that can be used to establish the identity of attendees/applicants. Personal details include information such as name and address as well as contact data (such as postal address, telephone numbers, email address). When an attendee/applicant registers for an event on a website set up for the event, VS will request personal details. This is the only way to provide attendee management services for the client. To this extent, entering details is voluntary but required for registration. The attendee/applicant confirms that they are only entering their own details.

In the case of certain events, further personal details may be requested such as health data (e.g. food allergies), ID data, banking details due to organisational, contractual and/or statutory requirements.

By registering, the attendee/applicant agrees that photos can be taken and videos made of them in the course of the event and used and published in a documentary or for reports on the event including on the internet, and on request the material can be made available to media representatives.

When the attendee/applicant accesses the website, additional data are stored in anonymised form on VS servers for security purposes and separately from the other data entered by the attendee/applicant as part of their registration for the event (e.g. IP address, date, time and pages viewed). The IP address is not used to identify participants/applicants as users, and no direct, personal or pseudonymised user profiles are created. We reserve the right to conduct statistical analysis of anonymous data sets.

The data will be processed on VS's premises exclusively for the one specific purpose, namely the actual event itself, and only for as long as required to realise the event for the client for whom the data are being processed. After the end of the event, the personal data will be irrevocably deleted at VS after no more than six weeks. Exceptions only apply if statutory retention periods stipulate different deadlines.

VS stores data on specially protected servers. Access to the data is limited to a few specifically authorised and trained persons who are involved in the technical, commercial or editorial management of the servers and in staging the event.

**Approval to pass on/publish participation**

The only exception for VS with regard to passing data to the client or third parties is if it is necessary to pass them on in order to process the orders or if an attendee/applicant has given their express agreement or if VS is obliged to do so by law or by a court order.

For example, VS will in particular obtain the agreement of the attendee/applicant on behalf of the client if the attendee/applicant wishes to be informed of future events by the client.

As soon as the client wishes to publish a list of the participants/persons registering for an event, VS will electronically obtain the approval of the participant/applicant for the event as soon as they register. Lists of participants are only issued to the participants present at an event and are intended to enable participants to contact each other individually and thereby to establish connections between companies taking part in the event.

**Right of information, right of withdrawal at any time, complaints**

Participants/applicants have a right of information at all times with regard to data stored about them and to have such details corrected in the event of errors.

Attendees/applicants can demand that processing of the data be restricted, that the data made available to VS by attendees/applicants be transmitted in a machine-readable format or that they be deleted if VS has no further use for them.

Attendees/applicants can at any time withdraw their consent to the processing of their personal details with effect from receipt of such notice and for the future. All VS needs for this is a correspondingly clear request by post addressed to:

Vagedes & Schmid GmbH, Widerruf, Osterfeldstr. 6, 22529 Hamburg, Germany

Attendees/applicants can reach the VS Data Protection Officer at:

Vagedes & Schmid GmbH Datenschutzbeauftragter Osterfeldstr. 6, Hamburg, email: [datenschutz@vagedes-schmid.de](mailto:datenschutz@vagedes-schmid.de).

An attendee/applicant can at any time direct a complaint to a supervisory authority. The Hamburg Officer for Data Protection and Freedom of Information, Klosterwall 6, 20095 Hamburg, is responsible for VS.