

Privacy notice at a glance

The data controller responsible for processing your personal information is Orgvue Limited which you can contact online or by post at:

www.orgvue.com

Orgvue Limited, 100 Cheapside, London EC2V 6DT

The personal information we collect about you includes identity data and contact data (such as name or identifier, postal and email address, telephone), technical data and usage data (such as IP address, login data, browser type and other technical data, information on how you use our services and websites).

The main ways we use your personal information are:

- to register you as a prospect, visitor or customer to process your orders including managing payment;
- to provide you with resources from this website;
- to manage our relationship with you;
- to deliver relevant content to you; and
- to use data analytics to measure, understand and improve the effectiveness of our services.

We may share your personal information with selected third parties such as our partners who may use the information to contact you in relation to our products and services.

You can exercise your rights to access the information we hold about you, to correct or delete information from our records, to object to processing of your information or exercise any other of your legal rights, where applicable, by contacting us.

Introduction

Orgvue is committed to protecting and respecting your privacy and personal information. This privacy notice will explain how we look after your personal information; please read it carefully.

1. Purpose of this privacy notice

This notice aims to give you information on how Orgvue collects and processes your personal information through your use of any of our websites and participation in our events, including any personal information you may provide when you sign up to receive information about our products, any newsletter we might release, register for or attend one of our events, request further information about or purchase any of our services.

This privacy notice supplements any more specific privacy notices we may provide to you when collecting specific information from you and is not intended to override them.

Third-party links

Our websites may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share personal information about you. We do not control these third-party websites and are not responsible for their privacy statements and processing activities. When you leave our website, we encourage you to read the privacy policy of every website you visit.

2. The personal information we collect about you

Personal information (sometimes referred to as personal data), means any information about an individual from which that person can be directly or indirectly identified. It does not include data where the identity has been removed and cannot be otherwise determined (anonymous data).

We collect, use, store and transfer different kinds of personal information about you, as described below. In some cases, the information may not be personal information by itself but where it is associated with other information from which you can be identified, we treat it as personal information:

- Identity Data includes first name, last name, username or similar identifier, title and gender.
- Contact Data includes billing address, delivery address, email address and telephone numbers.
- Technical Data includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

- Profile Data includes your username and password, enquiries or orders made by you, your interests, preferences, feedback and survey responses.
- Usage Data includes information about how you use our website, products and services.
- Marketing and Communications Data includes your preferences in receiving marketing from us and our third parties and your communication preferences.

We may also utilise the above information to create Aggregated Data such as statistical or demographic data. Whilst Aggregated Data may be derived from your personal information it is anonymous and not considered personal information in law as this data does not directly or indirectly reveal your identity. We will not attempt to reidentify this data except to ensure that our anonymization methods are sufficient.

We do not collect any sensitive personal information about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data, nor social security numbers, financial account information, precise geolocation citizen and immigration status which are considered to be sensitive in some countries). Nor do we collect any information about criminal convictions and offences.

3. How is your personal information collected?

We use different methods to collect personal information from and about you including through:

Direct interactions

You may give us your Identity Data and Contact Data by filling in forms, providing us with your business card or by corresponding with us by post, phone, email or otherwise. This includes personal information you provide when you:

- apply or enquire for one of our services;
- register to attend one of our events;
- create an account on one of our websites;
- subscribe to a service provided by us;
- view and access our content;
- request marketing to be sent to you; and
- give us some feedback.

Automated technologies or interactions

As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal information by using cookies and other similar technologies. We may also receive Technical Data about you if you visit other websites employing our cookies. To comply with relevant laws in different countries where you may visit our website from, we provide a consent management platform which sets out more details about the cookies and similar technologies we use and provides you with preference settings and controls.

Third parties or publicly available sources

We may receive personal information about you from publicly available sources such as Companies House, LinkedIn, or from third parties (examples of which are set out below), who may be based outside of the EU. Once we receive such personal information we will look after it in accordance with the terms of this privacy notice.

Examples of third party sources:

- Analytics providers, search information providers and advertising networks who provide Technical Data about your use of websites.
- Data brokers or aggregators who provide us with Identity Data and Contact Data of individuals likely to be interested in our services.

4. How we use your personal information

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- to register you as a new customer;
- to register you as a visitor at one of our events;
- to process and deliver your services including:
 - Manage payments, fees and charges; and
 - Collect and recover money owed to us;
- to manage our relationship with you which will include:
- notifying you about changes to our terms or privacy notice;
- asking you to leave a review or take a survey;

- to administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data);
- to deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you;
- to use data analytics to improve our website, products/services, marketing, customer relationships and experiences; and
- to make suggestions and recommendations to you about content, goods or services that may be of interest to you.

The appendix at the end of this privacy notice informs you in more detail of the legal basis of processing your personal information, and in particular what our legitimate interest is in each case.

Generally, we do not rely on consent as a legal basis for processing your personal information unless you have gone through a specific consent process for a particular service.

Marketing

We may use your Identity, Contact, Technical, Usage and Profile Data for marketing products and services to you where we have a lawful basis on which to do so.

Unless you opt-out (or, where required by the laws of the territory in which you are located, where you opt-in), you will receive marketing communications from us if you have requested information from us, registered to attend one of our events or purchased services from us. You have the right to opt-out of these communications at any time by following the unsubscribe links on any marketing message sent to you or by contacting us.

Third-party marketing

Where we have your express consent to do so, we may share your personal information with trusted partners outside of Orgvue for their marketing purposes.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our websites may become inaccessible or not function properly. To comply with relevant laws in different countries where you may visit our website from, we provide a consent management platform which sets out more details about the cookies

and similar technologies we use and provides you with preference settings and controls.

Change of purpose

We will only use your personal information for the purposes for which we collected it or for a compatible purpose, if we reasonably consider that we need to use it for that purpose and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please get in touch with us.

If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

5. Sharing your personal information

We may share your personal information with selected third parties, including:

- Orgvue partners who may be acting as joint controllers or processors.
- Service providers who provide IT systems, customer management systems and administration services and who will process your data in accordance with the terms of our data processing agreements with them. These include providers such as Google, Amazon Web Services and Microsoft Azure.
- Third parties who provide marketing services including platforms such as Google where we are able to target custom audiences subject to any preferences and settings you have applied on such platforms.

We may share your personal information with law enforcement agencies, public authorities or other organizations if legally required to do so, or if we have a good faith belief that such use is reasonably necessary to:

- comply with legal obligation, process or request;
- enforce our terms and conditions and other agreements, including investigation of any potential violation thereof;
- detect, prevent or otherwise address security, fraud or technical issues; or
- protect the rights, property or safety of us, our users, a third party or the public as required or permitted by law (including exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction).

We may also disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your data to the prospective seller or buyer of such business or assets; or
- if we or substantially all of our assets are acquired by a third party, in which case information held by us about our users will be one of the transferred assets.

We do not allow our third-party service providers to use your personal information for their own purposes and only permit them to process your personal information for specified purposes and in accordance with our instructions.

6. Data transfers outside the UK and EEA

Sometimes we may transfer your details to third parties outside of the UK and European Economic Area (EEA) to support the delivery of our services. If this happens, we remain responsible to you for the transfer, processing and storage of your information. We will ensure that appropriate safeguards are in place to manage the transfer and to ensure that it is processed in line with the personal data protection laws applicable in your territory, which usually is on the basis of recognised standard contractual clauses (where available). More details are available from us on request.

7. Data security

Orgvue is ISO 27001:2022 certified. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Unfortunately, the transmission of information via the internet is not completely secure. We will do our best to protect your information, but we cannot guarantee the security of your information transmitted over the internet; any transmission is at your own risk. We will use strict procedures and security features to try to prevent unauthorised access to your information within our control and possession.

We have put in place procedures to deal with any suspected personal information breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements and for no longer than six years (unless a longer period is required by law).

In certain circumstances you can ask us to delete your data: see ‘Your rights’ below for further information.

In some circumstances, we may anonymise your personal information (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

9. Your rights

Depending on your jurisdiction, you may have the right to:

- ask for a copy of any information we hold about you;
- withdraw any consents you have given, including opting out of promotional emails;
- ask us to correct any inaccurate or incomplete information we have about you;
- ask us to delete your information from our records;
- ask us to send a copy of your information to a third party in a data portable format;
- opt out of sharing for targeted advertising (by clicking on the “Your Privacy Choices” link. We also recognize Global Privacy Control (GPC) signals and other user-enabled opt-out preference signals as valid opt-out requests where required by applicable law. Please note that your opt-out preference signal will be applied to only your current browser and device. We do not currently recognize the Do Not Track signal.);
- object to the processing of your information when we process it for direct marketing purposes;
- ask us to suspend or restrict the processing of your information; and
- lodge a complaint with us or the Information Commissioner’s Office or with any other relevant supervisory authority about how we handle your personal information.

If you wish to exercise any of the rights set out above, please contact us. A fee is not usually payable to exercise your rights (although we reserve the right to charge you a reasonable fee if your request is unfounded, repetitive or excessive). We will ask you to provide identification to ensure that we are providing information to the correct person. Some jurisdictions allow you to have an authorized agent submit a request on your behalf; we may require your authorized agent to provide proof of authorization and contact you to confirm. We will try to respond to requests within a month. Please note that these rights are not absolute and may not arise in all cases and may be subject to exemptions under law depending on the circumstances. We will not discriminate against you for exercising any of the rights listed above.

Additional Information for California Residents

If you are a resident of California with whom we have an established business relationship, you may have a right pursuant to Section 1798.83 of the California Civil Code to obtain certain information about the types of personal information that we have shared with third parties for direct marketing purposes during the preceding calendar year, including the names and addresses of those third parties, and examples of the types of services or products marketed by those third parties.

We will not sell your personal information to third parties.

We may share your personal information with third parties as described in section 5 of this notice and in the chart below. Should you wish to opt-out of your personal information being shared with third parties, please contact privacy@orgvue.com

Categories of Personal Information	Category of Recipients	
	Disclosed for a Business Purpose	Sharing for Cross-Context Behavioral Advertising
Identifiers — this may include name or, alias, contact information (e.g., address, telephone number, e-mail address), unique identifiers(e.g., cookies, pixel tags, device identifier and attributes, etc.), online identifier	▪ Affiliates or subsidiaries ▪ Business partners ▪ Data analytics providers ▪ Internet service providers	▪ Advertising networks

(e.g., internet protocol address), or other similar identifiers.	▪ Operating systems and platforms ▪ Payment processors and financial institutions ▪ Other Service Providers ▪ Social networks	
<u>Financial Information</u> — this may include bank account number, credit card number, debit card number, and other financial information.	▪ Affiliates or subsidiaries ▪ Business partners ▪ Payment processors and financial institutions ▪ Other Service Providers	
<u>Commercial information</u> — this may include information about products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	▪ Affiliates or subsidiaries ▪ Business partners ▪ Data analytics providers ▪ Service Providers	▪ Advertising networks
<u>Internet or other electronic network activity information</u> — this may include browsing history, search history, and information regarding	▪ Affiliates or subsidiaries ▪ Business partners	▪ Advertising networks

an individual's interaction with an internet website, application, or advertisement.	▪ Data analytics providers ▪ Internet service providers ▪ Operating systems and platforms ▪ Other Service Providers	
<u>Professional or employment-related information</u> — this may include occupation.	▪ Affiliates or subsidiaries ▪ Service Providers	
<u>Inferences drawn from any of the information listed above.</u>	▪ Affiliates or subsidiaries ▪ Business partners ▪ Data analytics providers ▪ Other Service Providers	▪ Advertising networks

Please contact us at privacy@Orgvue.com if you would like to exercise any of your rights explained above in relation to your personal information.

10. Contact us

Orgvue Limited is the controller and responsible for this website.

Contact details:

Full name of legal entity: Orgvue Limited

Email address: privacy@orgvue.com

Postal address: Orgvue Limited, 100 Cheapside, London, EC2V 6DT

Telephone number: +44 20 7099 6910

If you have any questions about this privacy notice, or need to receive it in an alternative format due to a disability, please contact us at privacy@Orgvue.com

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

This website is not intended for children, and we do not knowingly collect data relating to children. Where we have inadvertently collected information from a child, we will delete it as soon as possible. If you know that a child has given their information to us, please contact us at privacy@Orgvue.com

Updates

Any changes we may make to this notice in the future will be posted on this page. Please check back frequently to see any updates or changes to this notice. Archived copies can be obtained by contacting us at the address above.

11. Legal basis of processing

Note that we may process your personal information for more than one lawful ground depending on the specific purpose for which we are using your it. Please contact us if you need details about the specific legal ground we are relying on to process your personal information where more than one ground has been set out in the table below.

Purpose/Activity	Type of data (see section 2 above for details)	Lawful basis for processing including basis of legitimate interest
To register you as a new customer	(a) Identity (b) Contact	Performance of a contract with you
To process and deliver your services	(a) Identity (b) Contact (c) Marketing and Communications	(a) Performance of a contract with you
To deliver relevant website content to you and measure or	(a) Identity (b) Contact	Necessary for our legitimate interests (to study how

understand the effectiveness of the content we serve to you	(c) Profile (d) Usage (e) Marketing and Communications (f) Technical	customers use our products/services, to develop them, to grow our business and to inform our marketing strategy)
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical (b) Usage	Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)
To make suggestions and recommendations to you about goods or services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile	Necessary for our legitimate interests (to develop our products/services and grow our business)

12. Glossary of terms

‘Legitimate Interest’ means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal information for our legitimate interests. We do not use your personal information for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

‘Performance of Contract’ means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

‘Comply with a legal or regulatory obligation’ means processing your personal information where it is necessary for compliance with a legal or regulatory obligation that we are subject to.