# Privacy Policy MEETYOO Go



Disclaimer: Click in one of the following buttons to read the respective "Terms of Use MEETYOO Go" for your location:

North America

EU & Rest of the world

# EU and rest of the world

**Privacy Policy MEETYOO Go**
**of meetyoo conferencing GmbH**

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Status 01.11.2022

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**Introduction**

This privacy policy informs you about the nature, scope, and purposes of the collection and use of personal data on the MEETYOO Go websites (info.meetyoo.digital, meetyoo.com) (hereinafter "MEETYOO Go website") or when using the MEETYOO Go event portal as an administrator (hereinafter

meetyoo conferencing GmbH
Friedrichstraße 153a
10117 Berlin, Germany

"event portal"). meetyoo conferencing GmbH (hereinafter "meetyoo" "we" or "us") is the responsible party for all personal data collected on the MEETYOO Go website. We are also the provider of the event portal of MEETYOO Go for self-administration of virtual events by the customer.

This privacy policy does not describe which personal data of a visitor of a virtual event is processed by the organizer. The respective organizer is responsible for this data processing and must fulfill the transparency obligation and provide a privacy policy.

Personal data is information that can be used to identify a person, i.e. information that can be traced back to a person. This typically includes the name, e-mail address or telephone number. In addition, purely technical data that can be assigned to a person is also considered personal data.

**Contact details of meetyoo and meetyoo's data protection officer**

meetyoo conferencing GmbH Friedrichstraße 200
10117 Berlin
Tel.: +49 (0) 30 868 710 400
E-mail: datenschutz [at] meetyoo.de (datenschutz[at]meetyoo[dot]de)

Data Protection Officer:
Deutsche Datenschutz Consult GmbH (external data protection officer)
Stresemannstr. 29
22769 Hamburg
Internet: ddsc.de
E-mail:  dpo [at] meetyoo.com (dpo[at]meetyoo[dot]com)

To protect your rights as a data subject or if you have any questions about data protection, please contact our data protection officer directly. You can reach him or her under the contact details given above.

## Data subjects' rights

You have the right to obtain information about the personal data that has been stored about you upon request. In addition, you have the right to request the correction of incorrect data, the right to request the restriction of processing of data that has been processed too extensively and the right to request the deletion of personal data that has been processed unlawfully or stored for too long (insofar as this does not conflict with any legal obligation to retain the data and no other reasons pursuant to Art. 17 (3) DSGVO). In addition, you have the right to the transfer of all data you have provided to us in a common file format (right to data portability), insofar as you have provided the data to us within the scope of a declaration of consent or for the fulfillment of a contract.

Insofar as you also have a right to object to individual procedures, we point this out within the description of the individual procedures.
To exercise your rights, simply send an e-mail to the Data Protection Officer (see above).

You also have the right to lodge a complaint with a data protection supervisory authority. A list of German and European data protection commissioners and their contact details can be found at the following link.

## Voluntariness of the provision of data

The provision of your personal data on the meetyoo-GO website is generally neither legally nor contractually required. You are not obliged to provide personal data on this website. Nevertheless, the provision of the functions of this website requires the processing of your personal data.

## Information on the use of cookies

meetyoo uses cookies on the MEETYOO Go website. Cookies are small text files that are stored on your end device by the browser used when you call up the website. Individual services of a website can "recognize" you in this way and "remember" which settings you have made. On the one hand, this serves the user-friendliness of websites and thus the users (e.g. storage of login data). On the other hand, cookies are used to collect statistical data on website use and to use the data thus obtained for analysis and advertising purposes.  Some cookies are automatically deleted from your end device as soon as you leave the website (so-called session cookie). Other cookies are stored for a certain period of time, which in each case does not exceed two years (persistent cookies). We also use so-called third-party cookies, which are administered by third parties in order to offer certain services.

We use the cookie consent management tool from Osano Inc., 3800 North Lamar Blvd, Suite 200, Austin, TX 78756, USA for our websites. The purpose of the cookie consent management tool is to obtain and qualify your consent for the use of cookies and tracking codes via cookie banners on our websites. Information about the cookies and tracking codes used, as well as your IP address and device ID, are stored on Osano servers in the USA. Osano uses this information exclusively on our behalf and for our purposes on the basis of an Data Processing Agreement including EU standard contractual clauses. The personal data is stored for the duration of the order processing agreement between meetyoo and Osano.

You can configure your cookie settings here.  In addition, most browsers have an option to restrict or completely prevent the storage of cookies. However, it is pointed out that the use and in particular the user comfort is restricted without cookies.

Meetyoo only sets cookies if you have given us permission to do so. In the context of the data processing procedures listed below, it is explained for each procedure which cookies are used, on which legal basis the processing is based, whether (and if so, which) third parties receive data via cookies, and how long the organizer stores the personal data collected with the help of cookies in this context.

## Overview of the procedures

Personal data are processed within the framework of the following procedures:

1. Visit the MEETYOO Go website
2. Contact
3. Use of the MEETYOO GO event portal
4. Provision of virtual events within the framework of MEETYOO Go
5. Tools for customer survey, analysis of the use of the MEETYOO Go website, advertising, and social media

## 1. Visit the MEETYOO GO website

Every time you access the MEETYOO Go website, meetyoo automatically collects a number of technical data that constitute personal data.
These are:

-IP address of the user
-Name of the accessed website or file
-Date and time of access
-Data volume transferred
-Message about successful retrieval
Browser type and version
-Operating system of the user
-End device used by the user, including MAC address
-Referrer URL (the previously visited page)

Meetyoo collects server log files for the purpose of administering the website and recognizing and preventing unauthorized access.

## Notes on IP addresses

IP addresses are assigned to every device (e.g. smartphone, tablet, PC) that is connected to the internet. Which IP address this depends on which Internet access your end device is currently connected to the Internet. It can be the IP address assigned to you by your Internet provider, e.g. if you are connected to the Internet at home via your W-LAN. It can also be an IP address assigned to you by your mobile phone provider or the IP address of a provider of a public or private W-LAN or other Internet access. In its most common form (IPv4), the IP address consists of four blocks of digits. In most cases, you as a private user will not use a constant IP address, as this is only temporarily assigned to you by your provider (so-called "dynamic IP address"). With a permanently assigned IP address (so-called "static IP address"), a clear assignment of the user data is in principle easier. Except for the purpose of tracking unauthorized access to our website, we do not use this data in a personalized manner but only evaluate on an anonymous basis which of our websites are favored, how many accesses are made daily, and the like.

The MEETYOO Go website already supports the new IPv6 addresses. If you already have an IPv6 address, you should also know the following: The IPv6 address consists of eight blocks of four. The first four blocks, as with the entire IPv4 address, are typically assigned dynamically for private users. However, the last four blocks of an IPv6 address (so-called "interface identifiers") are determined by the end device you use to browse the website. If this is not set differently in your operating system, the so-called MAC address is used for this purpose. The MAC address is a type of serial number that is assigned once worldwide for each IP-capable device. The organizer, therefore, does not save the last four blocks of your IPv6 address. In general, the Organiser recommends that you activate the so-called "Privacy Extensions" on your terminal device in order to better anonymize the last four blocks of your IPv6 address. Most common operating systems have a "Privacy Extensions" function, but in some cases, this is not present at the factory.

**Legal basis**

The personal data in log files are processed on the basis of Art. 6 para. 1 lit. f DSGVO. This authorization allows the processing of personal data within the scope of the "legitimate interest" of the controller, insofar as your fundamental rights, freedoms or interests do not prevail. Our legitimate interest is to facilitate administration and the ability to detect and prosecute hacking. You can object to this data processing at any time if there are reasons which exist in your particular situation and which speak against the data processing. To do so, simply send an e-mail to datenschutz [at] meetyoo.de (datenschutz[at]meetyoo[dot]de).

**Duration of data storage**

The server log files with the above-mentioned data are automatically deleted after 30 days. meetyoo reserves the right to store the server log files for longer if there are facts that suggest the assumption of unauthorized access (such as an attempt at hacking or a so-called DDOS attack).

**2. Contact**

When contacting meetyoo (for example by e-mail or after using the contact form), the information you provide will be stored and processed by meetyoo for the purpose of processing and answering the inquiry and in the event that follow-up questions arise.

We use the contact form for a demo request from the service provider HubSpot, 25 First Street, 2nd Floor, Cambridge, MA 02141, whose privacy policy you can view here. Chat content, contact details entered  and email addresses are stored on Hubspot servers in the USA. Hubspot uses this information exclusively on our behalf and for our purposes on the basis of an order processing agreement including EU standard contractual clauses.

**Legal basis**

The information provided in the context of contacting us is processed on the basis of Art. 6 Para. 1 lit. f DSGVO. This authorization permits the processing of personal data within the framework of the "legitimate interest" of the responsible party, insofar as your fundamental rights, freedoms or interests do not prevail. The legitimate interest of meetyoo is the processing of the contact. You can object to this data processing at any time if there are reasons which exist in your particular situation and which speak against the data processing. To do so, simply send an e-mail to datenschutz [at] meetyoo.de (datenschutz[at]meetyoo[dot]de)

**Duration of data storage**

The personal data stored in the context of contacting us will be deleted when the matter relating to the contact has been fully clarified and it is also not to be expected that the specific contact will be relevant again in the future.

**3. Use of the MEETYOO Go Event Portal**

meetyoo is the provider of the MEETYOO Go Event Portal for the self-administration of virtual events by the customer as the organizer of virtual events. After registering online, the customer can configure, administer and carry out virtual events in the event portal himself. The implementation of the virtual events is carried out by meetyoo as a service provider. If participants of such a virtual event make use of a digital offer, the customer as the organizer of the event, who is named in the registration mask for the event, is responsible for the processing of personal data in the context of the implementation of the virtual event. meetyoo acts in this respect only on behalf of and under the instructions of the organizer in the context of commissioned processing pursuant to Art. 28 DSGVO. The decision on the specific type of processing of the data and their further use in the context of the virtual event is the sole responsibility of the customer as the client. meetyoo ensures the provision and implementation of the service and does

not process the data for its own purposes (unless otherwise stated here, e.g. if meetyoo processes registration data of the admin to the event portal or online orders in the event portal). Details about the processing of personal data by the organizer are contained in the organizer's privacy policy.

**a) Event Portal Registration**

In order to use the METYOO GO event portal, the customer (user) must register personally as an admin. For this purpose, the customer enters his e-mail address and chooses a personal password. The event portal enables the creation, configuration, and provision of virtual events as well as the creation and maintenance of contact details including billing address. To open a customer account, we process personal data, which in detail include: Name, contact data (e.g. e-mail address, address, telephone number) and, if applicable, payment data During the use of the Events Portal, the server log files mentioned under point 1 "Visit to the MEETYOO Go website" are stored incl. behavioral data on the use of the various portal functions in order to be able to track the change history (e.g. address changes) by the customer in the event of subsequent customer inquiries.

**Legal basis**

The processing of personal data in the context of the use of the Event Portal is based on Art. 6 (1) lit. b DSGVO. According to Art. 6 para. 1 lit. b DSGVO, data processing is permitted if it is necessary for the performance of a contract. In order to provide you with the Event Portal in accordance with the contract, we must process the personal data presented in this section.

**Duration of data storage**

Registration data is stored for as long as it is necessary for the use of the service and deleted on request. Due to retention periods from the German

Fiscal Code and the German Commercial Code, tax-relevant personal data processed in the context of the use of the meetyoo services are stored for up to 10 years beyond the end of a specific conference (e.g. orders, offer forms, etc.).

**b) Online ordering of MEETYOO Go services**

When processing online orders for MEETYOO Go services in the Event Portal, we collect personal data for the order process, as well as for opening a customer account, which includes in detail: Name, contact details (e.g. email address, address, telephone number) and, where applicable, payment details. In principle, your data may be passed on to several companies in strict compliance with the legal requirements, insofar as this is necessary for the processing of our contractual relationship.

The payment process takes place via the payment service provider Stripe Payments Europe, Ltd, C/O A&L Goodbody, Ifsc North Wall Quay Dublin 1., Dublin 1, Dublin (Stripe). In this context, we share your data with Stripe to the extent necessary for the performance of the contract. Stripe partly acts as a processor for us in order to realize payment transactions within Meetyoo Go. For this purpose, we have concluded an agreement with Stripe on commissioned processing, including the EU standard contractual clauses, in accordance with Art. 28 GDPR.

Stripe has a dual role as controller and processor in data processing activities. As a controller, Stripe uses your submitted data to comply with regulatory obligations. For more information about Stripe's privacy practices, including the permissions Stripe relies on, please visit https://stripe.com/privacy-center/legal.For more information about Stripe's privacy policy, please see: https://stripe.com/privacy-center/legal

## Legal basis

This data processing is based on Art. 6 para. 1 lit. b DSGVO. According to Art. 6 para. 1 lit. b DSGVO, data processing is permitted if it is necessary for the performance of a contract. In order to execute your order, we must process the personal data relating to you and, if necessary, pass this on to payment service providers.

## Duration of data storage

The personal data stored in the context of online orders will be stored for the entire duration of the customer relationship. Due to retention periods from the German Fiscal Code (Abgabenordnung) and the German Commercial Code (Handelsgesetzbuch), the order data is stored as the basis of the contract for up to 10 years beyond the termination of the customer relationship. Upon termination of the contract, your data will of course be blocked and not used for any further purposes until the statutory retention periods expire.

## c) Event portal management MEETOO Go

During the use of the event portal, the server log files mentioned under point 1 are stored including behavioral data for the use of the various portal functions, e.g. for the administration of the account and the configuration of the virtual event.

## Legal basis

The processing of personal data in the context of the use of the Event Portal is based on Art. 6 (1) lit. b DSGVO. According to Art. 6 para. 1 lit. b DSGVO, data processing is permitted if it is necessary for the performance of a

contract. In order to provide you with the Event Portal in accordance with the contract, we must process the personal data presented in this section.

**Duration of data storage**

Portal administration data is stored for as long as it is necessary for the use of the service and deleted on request. Due to retention periods from the German Fiscal Code (Abgabenordnung) and the German Commercial Code (Handelsgesetzbuch), tax-relevant personal data processed in the context of the use of the meetyoo services are stored for up to 10 years beyond the end of a specific conference (e.g. orders, offer forms, etc.).

**4. Tools for customer surveys, analysis of the use of the MEETYOO Go website, advertising, and social media**

meetyoo conduct customer surveys to determine customer satisfaction with MEETYOO Go. Tools for website usage, conversion tracking, and social media components are used on the MEETYOO Go website.

These procedures are described in points "6. customer survey", "10. website use and website analysis",
"11. advertising" and "12. social media" in the General meetyoo Privacy Policy.

# North America

**Privacy Policy MEETYOO Go**
**of meetyoo conferencing GmbH**

meetyoo conferencing GmbH
Friedrichstraße 153a
10117 Berlin, Germany

Status 01.11.2022

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**Introduction**

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This privacy policy does not describe which personal data of a visitor of a virtual event is processed by the organizer. The respective organizer is responsible for this data processing and must fulfill the transparency obligation and provide a privacy policy.

The personal data that we collect and use is information that can be used to identify a person, i.e. information that can be traced back to a person. We collect and use the name, e-mail address or telephone number, and purely technical data of the customer for business and commercial purposes in accordance with practices described in this privacy policy.

This privacy policy has been designed to be accessible to people with disabilities. If you experience any difficulties accessing the information here, please contact us at info [at] meetyoo.com (info[at]meetyoo[dot]com).

**Contact details of meetyoo and meetyoo's data protection officer**

meetyoo conferencing GmbH Friedrichstraße 200
10117 Berlin

Tel.: +49 (0) 30 868 710 400
E-mail: privacy [at] meetyoo.com (privacy[at]meetyoo[dot]com)

Data Protection Officer:
Deutsche Datenschutz Consult GmbH (external data protection officer)
Stresemannstr. 29
22769 Hamburg
Internet: ddsc.de
E-mail:  dpo [at] meetyoo.com (dpo[at]meetyoo[dot]com)

To protect your rights as a data subject or if you have any questions about data protection, please contact our data protection officer directly. You can reach him or her under the contact details given above.
Disclosure of Personal Data

We share information we collect in accordance with the practices described in this privacy policy. The categories of parties with whom we share information, and have shared information in the past 12 months, include:

- **Third Party Service Providers.** We may disclose your personal data to third party service providers to assist us with services such as payment processing, newsletters, data analytics, marketing and advertising, website hosting, and technical support.

- **Merger or Acquisition.** We also share personal data in connection with, or during negotiations of, any proposed or actual merger, purchase, sale or any other type of acquisition or business combination of all or any portion of our assets, or transfer of all or a portion of our business to another business. We share personal data at your request or direction, or with notice to you and your consent.

- **Security and Compelled Disclosure.** We share personal data to protect the rights, property, life, health, security and safety of us, our services, or anyone else. We also share information to comply with the

law or other legal process, and where required, in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

- **Customers.** We share personal data with customers in connection with the services we provide to them. For example, we share personal data to customers to facilitate orders, maintain and administer accounts, respond to questions, comply with requests, and otherwise comply with the law. Customers are independent entities and their processing of personal data in connection with virtual events by them is subject to their own privacy policies.

- **Consent.** We share information with notice to you and your consent.

Notwithstanding elsewhere in this privacy policy, We may use or share information that does not identify you (including information that has been aggregated or de-identified) except as prohibited by applicable law. For information on your rights and choices regarding how we share information about you, please see the “Data Subjects’ Rights” section below.

**Other Parties**

We integrate technologies operated or controlled by other parties into parts of MEETYOO Go website and event portal. Please note that when you interact with other parties, including when you leave the MEETYOO Go website, those parties may independently collect information about you and solicit information from you. The information collected and stored by those parties remains subject to their own policies and practices, including what information they share with us, your rights and choices on their services and devices, and whether they store information in Germany, the U.S., or elsewhere. We encourage you to familiarize yourself with and consult their privacy policies and terms of use.

**Data subjects' rights**

You have the right to obtain information about the personal data that has been stored about you upon request. In addition, you have the right to request the correction of incorrect data, the right to request the restriction of processing of data that has been processed too extensively and the right to request the deletion of personal data that has been processed unlawfully or stored for too long (insofar as this does not conflict with any legal obligation to retain the data and no other reasons pursuant to Art. 17 (3) DSGVO). In addition, you have the right to the transfer of all data you have provided to us in a common file format (right to data portability), insofar as you have provided the data to us within the scope of a declaration of consent or for the fulfilment of a contract.
Insofar as you also have a right to object to individual procedures, we point this out within the description of the individual procedures.
In addition, you can opt-out of receiving promotional emails from us at any time by following the instructions as provided in emails to click on the unsubscribe link. Please note that you cannot opt-out of non-promotional emails, such as those about your account, transactions, servicing, or our ongoing business relations.
To exercise your rights, simply send an e-mail to the Data Protection Officer (see above). We may require additional information from you to allow us to confirm your identity. Please note that we will retain and use information about you as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

You also have the right to lodge a complaint with a data protection supervisory authority. A list of German and European data protection commissioners and their contact details can be found at the following link.

**Voluntariness of the provision of data**
The provision of your personal data on the meetyoo-GO website is generally neither legally nor contractually required. You are not obliged to provide personal data on this website. Nevertheless, the provision of the functions of this website as described in the “Overview of Procedures, Data Collected, and Use” section below requires the processing of your personal data.

**Information on the use of cookies**

We use analytics services to help us understand how users access and use the MEETYOO Go website and our services. As part of this process, meetyoo uses cookies on the MEETYOO Go website. Cookies are small text files that are stored on your end device by the browser used when you call up the website. Individual services of a website can "recognise" you in this way and "remember" which settings you have made. On the one hand, this serves the user-friendliness of websites and thus the users (e.g. storage of login data). On the other hand, cookies are used to collect statistical data on website use and to use the data thus obtained for analysis and advertising purposes. Some cookies are automatically deleted from your end device as soon as you leave the website (so-called session cookie). Other cookies are stored for a certain period of time, which in each case does not exceed two years (persistent cookies). We also use so-called third-party cookies, which are administered by third parties in order to offer certain services.

We use the cookie consent management tool from Osano Inc., 3800 North Lamar Blvd, Suite 200, Austin, TX 78756, USA for our websites. The purpose of the cookie consent management tool is to obtain and qualify your consent for the use of cookies and tracking codes via cookie banners on our websites. Information about the cookies and tracking codes used, as well as your IP address and device ID, are stored on Osano servers in the USA. Osano uses this information exclusively on our behalf and for our purposes on the basis of an Data Processing Agreement including EU standard contractual clauses. The personal data is stored for the duration of the order processing agreement between meetyoo and Osano.

You can configure your cookie settings here.

In addition, most browsers accept cookies by default. You have the option to change your browser settings to restrict or completely prevent the storage of cookies. However, it is pointed out that the use and in particular the user comfort are restricted without cookies. If you use multiple browsers on your device, you will need to instruct each browser separately.

Meetyoo only sets cookies if you have given us permission to do so. In the context of the data processing procedures listed below, it is explained for each procedure which cookies are used, on which legal basis the processing is based, whether (and if so, which) third parties receive data via cookies and how long the organiser stores the personal data collected with the help of cookies in this context.

**Children**

The MEETYOO Go website and event portal are intended for general audiences, and is not directed at children. We do not knowingly collect personal data (as defined by the U.S. Children's Privacy Protection Act, or "COPPA") from children. If you are a parent or guardian and believe we have collected personal data in violation of COPPA, contact us at info [at] meetyoo.com (info[at]meetyoo[dot]com). We will remove the personal data in accordance with COPPA. We do not knowingly "sell," as that term is defined under the CCPA, the personal data of minors under 16 years old who are California residents.

**Overview of the procedures, data collected, and use**
We collect, process, and retain personal data within the framework of the following procedures or as otherwise set forth in this Privacy Policy:

1. Visit the MEETYOO Go website

2. Contact

3. Use of the MEETYOO GO event portal

4. Provision of virtual events within the framework of MEETYOO Go

5. Tools for customer survey, analysis of the use of the MEETYOO Go website, advertising and social media

**1. Visit the MEETYOO GO website**

Every time you access the MEETYOO Go website, meetyoo automatically collects a number of technical data that constitute personal data.
These are:

- IP address of the user
- Name of the accessed website or file
- Date and time of access
- data volume transferred
- Message about successful retrieval
- Browser type and version
- Operating system of the user
- End device used by the user, including MAC address
- Referrer URL (the previously visited page)

Meetyoo also manually collects server log files for the purpose of administering the website and recognising and preventing unauthorised access.

**Notes on IP addresses**

IP addresses are assigned to every device (e.g. smartphone, tablet, PC) that is connected to the internet. Which IP address this is depends on which

Internet access your end device is currently connected to the Internet. It can be the IP address assigned to you by your Internet provider, e.g. if you are connected to the Internet at home via your W-LAN. It can also be an IP address assigned to you by your mobile phone provider or the IP address of a provider of a public or private W-LAN or other Internet access. In its most common form (IPv4), the IP address consists of four blocks of digits. In most cases, you as a private user will not use a constant IP address, as this is only temporarily assigned to you by your provider (so-called "dynamic IP address"). With a permanently assigned IP address (so-called "static IP address"), a clear assignment of the user data is in principle easier. Except for the purpose of tracking unauthorised access to our website, we do not use this data in a personalised manner, but only evaluate on an anonymous basis which of our websites are favoured, how many accesses are made daily and the like.

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**Legal basis**

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scope of the "legitimate interest" of the controller, insofar as your fundamental rights, freedoms or interests do not prevail. Our legitimate interest is to facilitate administration and the ability to detect and prosecute hacking. You can object to this data processing at any time if there are reasons which exist in your particular situation and which speak against the data processing. To do so, simply send an e-mail to datenschutz [at] meetyoo.de (datenschutz[at]meetyoo[dot]de).

**Duration of data storage**

The server log files with the above-mentioned data are automatically deleted after 30 days. meetyoo reserves the right to store the server log files for longer if there are facts that suggest the assumption of unauthorised access (such as an attempt at hacking or a so-called DDOS attack).

**2. Contact**

When contacting meetyoo (for example by e-mail or after using the contact form), the information you provide will be stored and processed by meetyoo for the purpose of processing and answering the enquiry and in the event that follow-up questions arise.

We use the contact form for a demo request from the service provider HubSpot, 25 First Street, 2nd Floor, Cambridge, MA 02141, whose privacy policy you can view here. Chat content, contact details entered  and email addresses are stored on Hubspot servers in the USA. Hubspot uses this information exclusively on our behalf and for our purposes on the basis of an order processing agreement including EU standard contractual clauses.

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**3. Use of the MEETYOO Go Event Portal**

meetyoo is the provider of the MEETYOO Go Event Portal for the self-administration of virtual events by the customer as organiser of virtual events. After registering online, the customer can configure, administer and carry out virtual events in the event portal himself. The implementation of the virtual events is carried out by meetyoo as a service provider. If participants of such a virtual event make use of a digital offer, the customer as organiser of the event, who is named in the registration mask for the event, is responsible for the processing of personal data in the context of the implementation of the virtual event. meetyoo acts in this respect only on behalf of and under the instructions of the organiser in the context of commissioned processing pursuant to Art. 28 DSGVO. The decision on the specific type of processing of the data and their further use in the context of the virtual event is the sole responsibility of the customer as the client. meetyoo ensures the provision and implementation of the service and does not process the data for its own purposes (unless otherwise stated here, e.g. if meetyoo processes registration data of the admin to the event portal or online orders in the event portal). Details about the processing of personal data by the organiser are contained in the organiser's privacy policy.

**a) Event Portal Registration**

In order to use the MEETYOO GO event portal, the customer (user) must register personally as an admin. For this purpose, the customer enters his e-mail address and chooses a personal password. The event portal enables the creation, configuration and provision of virtual events as well as the creation and maintenance of contact details including billing address. To open a customer account, we process personal data, which in detail include: Name, contact data (e.g. e-mail address, address, telephone number) and, if applicable, payment data During the use of the Events Portal, the server log files mentioned under point 1 "Visit to the MEETYOO Go website" are stored incl. behavioural data on the use of the various portal functions in order to be able to track the change history (e.g. address changes) by the customer in the event of subsequent customer enquiries.

**Legal basis**

The processing of personal data in the context of the use of the Event Portal is based on Art. 6 (1) lit. b DSGVO. According to Art. 6 para. 1 lit. b DSGVO, data processing is permitted if it is necessary for the performance of a contract. In order to provide you with the Event Portal in accordance with the contract, we must process the personal data presented in this section.

**Duration of data storage**

Registration data is stored for as long as it is necessary for the use of the service and deleted on request. Due to retention periods from the German Fiscal Code and the German Commercial Code, tax-relevant personal data processed in the context of the use of the meetyoo services are stored for up to 10 years beyond the end of a specific conference (e.g. orders, offer forms, etc.).

**b) Online ordering of MEETYOO Go services**

When processing online orders for MEETYOO Go services in the Event Portal, we collect personal data for the order process, as well as for opening a customer account, which include in detail: Name, contact details (e.g. email address, address, telephone number) and, where applicable, payment

details. In principle, your data may be passed on to several companies in strict compliance with the legal requirements, insofar as this is necessary for the processing of our contractual relationship. If payment services are used for the payment process (e.g. Visa, Mastercard etc.), your data will be passed on to the payment intermediaries used. The same applies with regard to the credit institutions commissioned with the payment.

**Legal basis**

This data processing is based on Art. 6 para. 1 lit. b DSGVO. According to Art. 6 para. 1 lit. b DSGVO, data processing is permitted if it is necessary for the performance of a contract. In order to execute your order, we must process the personal data relating to you and, if necessary, pass this on to payment service providers.

**Duration of data storage**

The personal data stored in the context of online orders will be stored for the entire duration of the customer relationship. Due to retention periods from the German Fiscal Code (Abgabenordnung) and the German Commercial Code (Handelsgesetzbuch), the order data is stored as the basis of the contract for up to 10 years beyond the termination of the customer relationship. Upon termination of the contract, your data will of course be blocked and not used for any further purposes until the statutory retention periods expire.

**c) Event portal management MEETYOO Go**

During the use of the event portal the server log files mentioned under point 1 are stored including behavioural data for the use of the various portal functions, e.g. for the administration of the account and the configuration of the virtual event.

**Legal basis**

The processing of personal data in the context of the use of the Event Portal is based on Art. 6 (1) lit. b DSGVO. According to Art. 6 para. 1 lit. b DSGVO,

data processing is permitted if it is necessary for the performance of a contract. In order to provide you with the Event Portal in accordance with the contract, we must process the personal data presented in this section.

**Duration of data storage**

Portal administration data is stored for as long as it is necessary for the use of the service and deleted on request. Due to retention periods from the German Fiscal Code (Abgabenordnung) and the German Commercial Code (Handelsgesetzbuch), tax-relevant personal data processed in the context of the use of the meetyoo services are stored for up to 10 years beyond the end of a specific conference (e.g. orders, offer forms, etc.).

**4. tools for customer surveys, analysis of the use of the MEETYOO Go website, advertising and social media.**

meetyoo conducts customer surveys to determine customer satisfaction with MEETYOO Go. Tools for website usage, conversion tracking and social media components are used on the MEETYOO Go website.

These procedures are described in points "6. customer survey", "10. website use and website analysis",
"11. advertising" and "12. social media" in the General meetyoo Privacy Policy.

**Additional Disclosures for Nevada Residents**

Nevada law (NRS 603A.340) requires each business to establish a designated request address where Nevada consumers may submit requests directing the business not to sell certain kinds of personal data that the business has collected or will collect about the consumer. A sale under Nevada law is the exchange of personal data for monetary consideration by the business to a third party for the third party to license or sell the personal data to other third parties. If you are a Nevada consumer and wish to submit a request relating to our compliance with Nevada law, please contact Us as at info [at] meetyoo.com (info[at]meetyoo[dot]com)

## Additional Disclosures for California Residents

These additional disclosures apply only to California residents. The California Consumer Privacy Act of 2018 (“CCPA”) provides additional rights to know, delete and opt-out, and requires businesses collecting or disclosing personal data to provide notices and means to exercise rights.

### A. Notice of Collection.

In the past 12 months, we have collected the following categories of personal data, as described in the CCPA:

- Identifiers, including name, postal address, email address, and online identifiers (such as IP address).
- Customer records, including phone number, billing address, and credit or debit card information.
- Characteristics of protected classifications under California or federal law, including gender.
- Commercial or transactions information, including records of products or services purchased, obtained, or considered.
- Internet activity, including browsing history, search history, and interactions with a website, email, application, or advertisement.
- Geolocation data.
- Employment and education information.

- Inferences drawn from the above information about your predicted characteristics and preferences (.(but only “non-automated” analysis)

For further details on information we collect, including the sources from which we receive information, review the “Overview of Procedures, Data Collected, and Use” section above. We also collect and use these categories of personal information for the business purposes described in the foregoing, including to manage our service.

To the extent “sale” under the CCPA is interpreted to include the activities set out in this privacy policy, such as those disclosed in the “Information on the Use of Cookies” section above, we will comply with applicable law as to such activity. We disclose the following categories of personal information for commercial purposes: identifiers, characteristics, commercial or transactions information, internet activity, geolocation data, and inferences drawn. Please review the “Disclosure of Personal Data” section above for further details about the categories of parties with whom we share information.

**B. Right to Know and Delete.**

We acknowledge that you may have rights under the CCPA in connection with the personal data we process on behalf of our customers. If personal information about you has been processed by us as a service provider on behalf of a customer and you wish to exercise any rights you have with such personal data, please inquire with our customer directly. If you wish to make your request directly to us, please provide the name of our customer on whose behalf we processed your personal data. We will refer your request to that customer, and will support them to the extent required by applicable law in responding to your request.

**C. Right to Opt-Out.**

To the extent meetyoo sells your personal information as the term “sell” is defined under the CCPA, you have the right to opt-out of the sale of your personal data by us to third parties at any time. You may submit a request to opt-out by clicking Do Not Sell My Personal Information or contacting us as set out in the “Contact details of meetyoo and meetyoo's Data Protection Officer” section above.

**D. Authorized Agent.**

You can designate an authorized agent to submit requests on your behalf. However, we will require written proof of the agent’s permission to do so and verify your identity directly.

**E. Right to Non-Discrimination.**

You have the right not to receive discriminatory treatment by us for the exercise of any your rights.

**F. Shine the Light.**

Customers who are residents of California may request (i) a list of the categories of personal data disclosed by us to third parties during the immediately preceding calendar year for those third parties’ own direct marketing purposes; and (ii) a list of the categories of third parties to whom we disclosed such information. To exercise a request, please write us at the email or postal address set out in “Contact details of meetyoo and meetyoo's Data Protection Officer” above and specify that you are making a “California Shine the Light Request.” We may require additional information from you to allow us to verify your identity and are only required to respond to requests once during any calendar year.