


LEGAL WEBINARS PRIVACY NOTICE

Last updated: 6 June 2024

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Privacy Notice

Brussels Worldwide Services BV (“BWS”, “we”, “our” and “us”) prioritises the privacy and security of the personal data we process from attendees and speakers (“participants”) of the online webinars (“event(s)”) we organise. In this Privacy Notice we want to inform you about how we process your personal data if you take part in the events.

Do not hesitate to [contact us](#) with any questions you may have regarding this Privacy Notice.

In summary, we process your personal data to:

- contact you regarding the event you have registered for,
- provide you with access to the event and/or the event platform,
- manage the event participants,
- (according to your voluntary choice) send you further communications about similar events and/or topics that may be of interest to you,
- (according to your voluntary choice) provide your contact information to a BDO Member Firm in your local jurisdiction to send you further communications about similar events and/or topics or services that may be of interest to you, and
- (if relevant as an event speaker) publish relevant information from your professional bio, educational background, presentation slides, and photos and recordings from your event presentation.

We only share your personal information with third parties when strictly needed for the purpose of organising the relevant event, which includes registration form providers and/or virtual event platforms, or where you have requested that we share your information with a BDO Member Firm.

When we share your personal information in the way described above, we put in place appropriate measures to make sure that our service providers keep your personal information secure.

Other situations in which we may disclose your personal information to a third party, are:

- (a) where permitted by law, to protect and defend our rights and property; and
- (b) when required by law, and/or public authorities.

You have the following rights with respect to your personal data:

- | | |
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| ✓ The right to lodge a complaint with us or with a supervisory authority, | ✓ The right to erasure, |
| ✓ The right to withdraw your consent, | ✓ The right to rectification, |
| ✓ The right to access, | ✓ The right to restriction of processing, and |
| ✓ The right to object, | ✓ The right to data portability. |

More detailed descriptions of the personal data we process for the events, lawful bases, and how to exercise your rights can be found below.

Below you can read more about:

[What personal data do we process?](#)

[From where do we collect your personal data and on which lawful bases?](#)

[Who are the third-party recipients of your personal data?](#)

[How long is your data retained?](#)

[International data transfers:](#)

[Is my information secure?](#)

[What are your privacy rights?](#)

[How can you contact us?](#)

[Changes to this Privacy Notice](#)

What personal data do we process?

The categories of information that we process within our registration form and/or event platforms may include the following (only as needed for the purposes of the events):

- personal details (e.g., full name, job title),
- contact details (e.g., email address, company, company location),
- educational and career background (e.g., presenter bios),
- transcript and recording data of presenters (e.g., audio and video from the event).

From where do we collect your personal data and on which lawful bases?

We collect your personal data directly from you when you register for the events via the relevant registration form.

- When you register for the event(s) we process your personal data to enable you to register for and attend these events. This processing is based on your consent.
- When you voluntarily agree to the processing of your personal data for the purpose of receiving further communications about similar events and/or topics, we process your personal data to enable these communications. This processing is also based on your consent.

We also process certain data from our event platforms. We have a legitimate interest in analysing attendance and participation data from the events and event-related platforms to maintain audit records, provide a seamless event engagement experience and improve our future event offerings.

Who are the third-party recipients of your personal data?

We engage suppliers to facilitate the events. We will share your personal data with our event registration form and platform provider, Microsoft.

Where you request us to do so, we will share your personal data with a BDO Member Firm in your country to be in touch with you about services, topics and events of potential interest to you.

The confidentiality and security of your data is important to us. When we share your personal information in the ways described above, we put in place appropriate measures to make sure that third parties keep your personal information secure.

We never sell your personal data.

Other situations in which we may disclose your personal information to a third party, are:

- where permitted by law, to protect and defend our rights and property; and
- when required by law, and/or public authorities.

How long is your data retained?

In accordance with our retention policies, we will keep the personal data we process for the events for no longer than is reasonably necessary to fulfil the purposes for which we collected it and to comply with our legal obligations.

In line with the above, we will retain your personal data for no longer than 30 days after the event, unless you have requested we retain your data to contact you for future events, similar topic communications, service offerings or marketing purposes. After the retention period ends, personal data is securely deleted.

If there is any information that, for technical reasons, we are unable to delete entirely from our systems, we will put in place appropriate measures to protect its confidentiality and prevent any further processing or use of the data.

International data transfers:

Your personal data may be transferred to, stored, and processed in a country other than the one in which it was provided. When we do so, we ensure appropriate security measures are in place and we transfer the information in compliance with applicable data protection laws and the [BDO Global Privacy Policy](#).

Is my information secure?

We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, alteration, or destruction. We require all staff to keep personal data confidential and only authorised personnel have access to this information as necessary for their roles.

What are your privacy rights?

As listed above, you can view, correct, update, and even request that we delete the personal data you provide to us by contacting the Legal Services Team.

In certain circumstances you may object to specific processing activities, require us to restrict how we process your personal data and ask us to share your personal data in a usable format with another company. Further, where processing is based on your consent you have the right to withdraw your consent at any time.

To exercise any of the above rights, please contact us using the contact details set out below.

We are committed to working with you to obtain a fair resolution of any complaint or concern about privacy. However, if you have any concerns about the way in which we handle your personal data, you also have the right to contact a data protection authority in the European Union country in which you reside, work or where the subject matter of your complaint arose.

How can you contact us?

If you have questions or concerns regarding the way in which your personal data has been used, please contact the **Legal Services Team** at legal.services@bdo.global.

Changes to this Privacy Notice.

We may modify or update this Privacy Notice from time to time. You will be able to see when we last updated the Privacy Notice because we will include a revision date below. Changes and additions to this Privacy Notice are effective from the date on which they are posted.

Date: **6 June 2024**