Privacy Statement & Cookies Policy

Dubrovnik PartneR (hereinafter ‘we’ or ‘us’ or ‘our’), registered office at Vukovarska 26, 20 000 Dubrovnik, Croatia is a professional conference organiser (PCO) with operations across the Globe, which acts as a data processor.

Dubrovnik PartneR gather and process your personal information in accordance with this privacy statement and in compliance with The General Data Protection Regulation (GDPR) (EU) 2016/679, and all Croatian statutory laws and regulations. This statement provides you with the relevant information regarding your rights and obligations with regard to your private data, and details how, why and when we collect and process your personal data on behalf of, and with the consent of, the relevant data controller.

This privacy statement assist you in understanding how we collect, process and store your data to meet the legal requirements under the relevant laws outlined above and herein.

As part of Dubrovnik PartneR’s responsibilities under the GDPR, we implement and maintain the policies and procedures required to assure GDPR compliance.

If you have any queries regarding this privacy statement, you can address them to our mail partner@dubrovnikpr.com.

Please note that any links to websites from our corporate or client conference and event websites are governed by their own privacy statements and Dubrovnik PartneR does not accept any responsibility or liability for these privacy statements.

1: SCOPE OF THIS PRIVACY STATEMENT

Application of this privacy statement is limited to all services offered by Dubrovnik PartneR, and does not apply to services offered by third parties. This privacy statement does not apply to the information and privacy practices of any third party who perform any business function in conjunction with, or at the behest of, Dubrovnik PartneR.

2: SCOPE OF DATA PRIVACY

Pursuant to the regulatory requirements laid out under the GDPR, Dubrovnik PartneR will perform its function as a data processor in-line with the following principles:

* All personal data will be collected and processed for specific, explicit and legitimate purposes only.
* All personal data will be collected and processed lawfully, fairly and in a transparent manner.
* All personal data collected and processed will be adequate, relevant and limited to the necessities of the purpose for which it is to be processed.
* All personal data collected and processed will be accurate and up-to-date.
* All personal data collected and processed which is capable of identifying a data subject will not be kept for longer than is necessary to perform the purpose for which that personal data is processed.
* All personal data collected and processed will be done so through appropriate technical and organisational measures, including safeguarding the integrity and confidentiality of all personal data from theft, unlawful processing and against accidental destruction, damage or loss.

3: TRANSFER OF DATA

Dubrovnik PartneR operate globally, and as such data we collect and process may be transferred to and stored at destinations outside of the European Union. Further, the data we collect may be processed by persons, companies and entities who work for us or one of our suppliers. These persons, companies or entities may be involved in, among others, the processing of your payment details, processing visa applications, provision of support services, and processing travel and accommodation arrangements. Dubrovnik PartneRis thus committed to ensuring that your data is safely and appropriately transferred.

4: DATA COLLECTION AND PROCESSING

Dubrovnik PartneR collects and processes your personal information to meet our contractual, legal and statutory obligations and in order to provide you with our services. We neither collect any unnecessary personal data, nor process it in any way not specified in this privacy statement.

The personal data we collect from you may include, but not be limited to:

* Your name
* Your date of birth
* Your personal and business email addresses
* Your work and mobile telephone numbers
* Your employment details
* Your passport details
* Your visa details and eligibility
* Your banking details, including credit card details
* Your travel and accommodation details
* Certain ‘Special Category Data’, including your gender, religious dietary requirements and mobility requirements

Dubrovnik PartneR collects and processes the aforementioned personal data through several channels, including:

* Online enquiry forms and registrations of interest
* Conference registration forms
* Emails
* Telephone and Email enquiries and correspondence
* Employment CVs or other information about yourself for specific purposes.
* Information acquired through our website, or through the website of any of the conferences or events we are the PCO of
* Details of you visits to our website or the websites of our conferences, limited to traffic data, country of origin, language and pages visited.

5: HOW WE USE YOUR DATA (LEGAL BASIS FOR PROCESSING)

Dubrovnik PartneR will only use your data for the purpose indicated when you submit your data, or as detailed within this privacy statement. We will never disclose, sell or share your data without your explicit, informed consent, unless required to by law. Data is only retained for as long as is necessary, and you may withdraw consent at any time.

We use your data, for which you give consent, for the following purposes:

**Administration**

This includes, but is not limited to, updating and enhancing our own records

**Contractual obligations**

We will use your data to fulfil any contractual obligations arising from any agreements entered into between us and yourself to provide you with services or information that you request of us

**Registration and Bookings**

Includes the data needed for registration as a conference delegate, including accommodation and travel bookings (including for the fulfilment of statutory visa requirements for certain nationalities). To do so, Dubrovnik PartneR may transfer the relevant data to third-parties, including relevant government agencies and bodies, hotels, airlines, car rental companies, tour operators and transport providers among others. These third-parties may be localised to Croatia or your own country of origin.

**Statutory tax compliance**

We collect and process your personal data as part of our statutory obligation for tax and accounting purposes

**Employment purposes**

We collect and process your personal data, in the form of your CV, as part of an employment campaign

**Technical Data**

Dubrovnik PartneR will only use anonymised technical data in order to measure and compile statistics on website usage (both our own website and our client conference websites). This is further detailed in our Cookies policy below.

**Other purposes**

Dubrovnik PartneRmay use your personal data wherever necessary or appropriate under applicable law (including law outside your country of residence) (1) to respond to requests from public or government authorities, (2) to comply with legal processes, (3) to enforce our terms and conditions, (4) to protect our privacy, rights, safety and property, (5) to enable us to pursue any and all legal remedies available or to limit damages and liability against Dubrovnik PartneR.

Dubrovnik PartneR will request your consent prior to using your personal data for any purpose other than those set out herein, subject to any relevant laws.

6: DISCLOSURE OF YOUR DATA

Dubrovnik PartneRwill neither share nor disclose your personal data without your consent, other than for the purposes outlined in this privacy statement or where legally required to do so. While we may transfer your data to relevant third parties, as outlined herein, all third party processors acting on our behalf do so in accordance with this privacy statement, at our instruction, and under all relevant data protection laws.

We may disclose your personal data without obtaining further consent in certain limited circumstances, including:

* To our suppliers, partners or subcontractors to enable performance of any contractual obligation we may have to you
* Where we are under a duty to share or disclose your personal data to comply with a legal obligation or to enforce or protect an agreement or our terms and conditions

Dubrovnik PartneR will never sell your data to third parties.

7: STORAGE OF YOUR DATA

The data from you that we collect and process may be transferred to, and stored at, a destination outside of the European Union. This may include processing by persons, companies and entities outside of the European Union who work for us or one of our suppliers, who may be engaged in, among other things, processing of your payment details, processing accommodation and flight details, or the provision of support services. In submitting your personal data to us, you agree to this transfer, storage and processing. Dubrovnik PartneR will take all reasonable steps necessary to ensure your data is treated securely, ethically and in accordance with this privacy statement.

8: DURATION OF STORAGE

Personal and general data will be kept for as long as is reasonably necessary, with due regard to providing our services and in compliance all applicable legal requirements. Dubrovnik PartneRwill retain personal and general data for a maximum period of 5 years, and employment applications and CVs for a maximum of 13 Months. This policy does not affect your legal right to have your data deleted by contacting us at partner@dubrovnikpr.com.

9: DATA SAFETY

Dubrovnik PartneRtakes the privacy of your personal data seriously and we have taken every reasonable precaution and measure to secure and protect it from unauthorised access, accidental or unlawful disclosure, loss, destruction or manipulation. We have a multi-layered security approach in place, including physical security, access controls, IT security, SSL encryption and authentication protocols. We cannot, however, guarantee your personal data’s security and therefore do not assume any liability in this regard.

Only authorised Dubrovnik PartneR staff, and authorised third-party persons, companies and entities have access to your personal data.

10: YOUR RIGHTS

In accordance with the GDPR you have the following rights:

* The right to request access to your personal data
* The right to rectification thereof in the event of any errors
* The right to restriction of any processing of your personal data
* The right to objection to any processing of your personal data
* The right to portability of your data to the extent applicable
* The right to lodge a complaint with the data protection authority in your country

Further to this, you may request to have any of your personal data held by Dubrovnik PartneRdeleted, barring data which we are required to keep for legal or legitimate business purposes.

Dubrovnik PartneRwill only process your personal data in compliance with the relevant data protection laws and this privacy statement. Should you wish to raise a complaint in regard to your data, you have the right to lodge a complaint with Dubrovnik PartneR by emailing [partner@dubrovnikpr.com](mailto:partner@dubrovnikpr.com)and/or the data protection authority in your country.

10: ACCESS TO INFORMATION

Both the GDPR and relevant local data protection legislation give you the right to access information held about you. If you would like to request a copy of your personal data, please email partner@dubrovnikpr.com.

11: YOUR DUTIES

In order for us to correctly collect and process your personal data pursuant to the GDPR and local legislation, you have a duty to ensure that the data you provide us with is:

1. Correct
2. Accurate
3. Current
4. Truthful
5. In compliance with applicable laws

You are under no obligation to provide Dubrovnik PartneR with your personal data. However, as this data is required for us to both provide you with our services and fulfil certain legal requirements, we will not be able to provide you with said services without it, nor can we allow ourselves to be in breach of any legal requirements due to your actions/inaction.

12: COOKIES

Some of our webpages use cookies and other tracking technologies. By continuing to browse our website, or by closing the cookies banner, you consent to the use of cookies A cookie is a small text file that is generated by a website which identifies you as a user of the website, and may be used to collect information on your website activity or to recall personal information previously provided by a web user. Most web browsers allow you to control cookies, including whether or not to accept them from a website and how to remove them.

The cookies on our websites are mainly used to track such information as which browser software and operating system you are using, the date and time you accessed one of our websites, which pages you visited on the website, how long you spent on each page of the website, what country you’re accessing our websites from and what language your computer is set to. We use this information, which does not contain any personal information on you, to improve our websites and to track the impact of our websites over the lifecycle of our client conferences.

For more information on cookies and how to manage them, please visit www.aboutcookies.org.

13: Changes to our Privacy Statement

Any changes to this privacy statement will be posted to this page. Changes may be made in compliance with statutory data protection and privacy laws. Your continued use of our website, or the conference or event websites of our clients, will be deemed to be acceptance of any such changes.