



FaceTime Privacy Policy

FaceTime
119 High Street
Berkhamsted
Hertfordshire
HP4 2DJ

FaceTime is an AEO initiative which includes a number of resources, such as the Exhibitor Masterclasses, that are available to customers of AEO Members. This privacy policy explains how AEO (Association of Event Organisers) processes any personal information we collect about you.

Topics:

- How do we collect information about you?
- What type of information do we hold?
- How will we use the information?
- Access to your information
- Data storage and security
- Cookies
- Third party websites
- Changes to our privacy policy
- Your views are important to us

How do we collect information about you?

We collect information about you if the company you work for becomes a member of the AEO and/or when you register to use our products and services such as our events and webinars. We may also collect information when you voluntarily complete surveys, provide feedback and participate in competitions.

Website usage information is collected using cookies.

What type of information do we hold?

The type of delegate or member information we hold is:

- Name
- Contact details – email, telephone number
- Job title and function
- Images – from events, of speakers, spokespeople, Working Group Members
- Social media details
- Financial details for invoicing purposes

How will we use the information?

If you register for our products and services we will use your information for the purposes of providing tickets, joining instructions, communicating about the product or service and/or any changes we may need to make to ensure that your experience of the product or service is a good one. This may include requesting contact details, dietary information and information about your business so that speakers can tailor their content.

If you have registered for our products and services or attended FaceTime or AEO events, we will contact you about similar events and services. You may opt out of receiving this information at any time by unsubscribing from our email communications, this will, however, mean that you won't hear from us about any related future initiatives, services or offers we provide.

If the organisation you work for has become a member of AEO, we will contact you about information we consider to be a legitimate interest to you and/or the AEO such as events industry initiatives, health and safety information, industry networking opportunities, research, resources and training and development opportunities that will support your role in the events industry. You may opt out of receiving this information at any time by unsubscribing from our different email communications, this will, however, mean that you won't hear from us about any similar future initiatives, services or offers that your organisation is subscribing to as part of its AEO membership fee.

We will not share your information with third parties unless you have provided consent for us to do so as part of a registration process for the events, products and services we provide or data sharing is included in a signed agreement you have with AEO.

Access to your information

You have a right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email dataprivacy@aeo.org.uk or write to us at the following address:

AEO
119 High Street
Berkhamsted
Hertfordshire
HP4 2DJ

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

If, at any time, you would like us to stop holding information about you or using it for any particular purpose please just email us at dataprivacy@aeo.org.uk.

You have the right to complain to a data supervisory authority if you feel that AEO has not handled your data in a satisfactory manner. www.ico.org.uk/concerns/handling/

Data storage and security

AEO may store the information collected from you on our company database and email system. All data is held and processed in accordance with AEO data procedures and access to AEO computer servers is controlled by firewalls.

AEO Websites

[ASP](#) provides and hosts websites for Association of Event Organisers. [ASP](#) is registered with the UK Data Commissioner as Data Controllers and holds all the data within the UK.

'Cookies'

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

If you wish to learn more about cookies please visit www.allaboutcookies.org

You can set your browser not to accept cookies and the website above will tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Third party websites

Our websites contain links to other websites. This privacy policy only applies to AEO and FaceTime websites. We recommend that you check the policy of each site you visit and contact its owner or operator if you have any concerns or questions.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on our websites. This privacy policy was last updated April 2018.

Your views are important to us

We want you to get the best of your experience with Association of Event Organisers (AEO). Please contact us at dataprivacy@aeo.org.uk if you have any questions about our privacy policy or information we hold about you.