

ONSITE REGISTRATION FORM



**INTERNATIONAL
DISASTER RESPONSE
EXPO 2018**
OLYMPIA LONDON 28-29 NOVEMBER 2018
BE PREPARED TO RESPOND AND RECOVER

To enter International Disaster Response Expo please complete the registration form below. Please note:

- Onsite registrations are applicable to a £99 + VAT registration fee payable by cash or credit card
- Onsite registrations must supply valid photo ID and business card for admittance

PERSONAL DETAILS

Title: Address:.....
First Name:..... Town / City:.....
Surname:..... Postal / Zip Code:.....
Company / Organisation: Country:.....
Job Title:..... Telephone:.....
Email:..... Mobile:.....

ABOUT YOUR ORGANISATION

What sector do you represent? Tick all that apply

- Critical National Infrastructure
Consultants & Contractors
Development Banks
Emergency Response.....
International Development Agencies
International Governments
Law Enforcement.....
Logisticians
Military & Peace Keeping
NGOs, Aid Agencies & Charities.....
Private Sector
Search & Rescue.....
Other

What products or services are you interested in? Tick all that apply

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Post Disaster Recovery
Search & Rescue Equipment.....
Shelter & Sanitation
Situational Awareness
Training, Planning & Consultancy.....
Vehicle Fleet & Armoured Protection.....
Warning Systems
Other

PAYMENT DETAILS

Payment Type: Cash CreditCard

Nineteen Group Ltd will keep you updated about International Disaster Response Expo 2018 and future iterations of this event. Please tick here if you DO NOT wish to hear from Nineteen Group about other similar products or services

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Please tick if you would like to receive a free subscription from 1st Security News

TERMS & CONDITIONS

To view the full terms and conditions please view the privacy policy on the website at:
www.disasterresponse.com/contact-us/privacy-policy.

Nineteen[™]

Data Protection Policy

Nineteen

1) Data protection principles

Nineteen is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2) General provisions

- This policy applies to all personal data processed by Nineteen.
- This policy shall be reviewed annually.
- Security Exhibitions Limited and Response Exhibitions Ltd (Ref ZA095732), both trading as Nineteen are registered with the Information Commissioner's Office as organisations that process personal data.

3) Responsibilities

Everyone who works for Nineteen has some responsibility for ensuring data is collected, stored and handled appropriately. Each team that handles personal data ensures that it is handled and processed in line with this policy.

- The Data Controller (Izak Ellis) is ultimately responsible for ensuring Nineteen meets its legal obligations including:
 - Reviewing all data protection procedures in line with agreed schedule
 - Arranging data protection training and advice for people covered by this policy
 - Dealing with requests from individuals to see the data Nineteen holds about them (Also called 'Subject access requests').
 - Checking and approving any contracts or agreements with third parties that may handle the company's sensitive data.
- The IT Manager (Izak Ellis) is responsible for:
 - Ensuring all systems and equipment used for storing data meet acceptable security standards
 - Performing regular checks to ensure security hardware and software are functioning properly
 - Evaluating any third-party services Nineteen is considering using to store or process data, eg Cloud services.
 - The Marketing Director (Saul Leese - maternity Cover June 2018-Dec 2018.

Verity Noon Jan 2018) is responsible for:

- Ensuring marketing communications and activities abide by this data protection policy
- Approving any data protection statements or opt-in/opt-out options are attached to communications such as emails, DM etc

4) General Staff Guidelines:

- The only people to access data covered by this policy are those that need it for their work.
- Data will be kept secure and will not be shared informally. When access to personal information is required, employees can request it from their line managers.
- Data that needs to be transferred externally will be sent via password protected Excel sheets for email. Separate transmission of password e.g. image of password, or attached text file.
- Personal data will not be disclosed to unauthorised people either within or outside of the company.
- Nineteen provide training to all employees to help them understand their responsibilities when handling data.

5) Data Storage

- Nineteen store personal data securely using modern software that is kept-up-to-date.
- Personal data is saved in specific folders stored on the server. These are locked down with access control according to user's login. Access to personal data is limited to personnel who need access.
- When personal data is deleted this will be done safely in consultation with the Data Controller.
- If data is stored on removable devices these will be kept securely when not being used.
- Data will not be stored directly onto staff desktops, laptops or other mobile devices.
- All paper or printed files are kept in a locked cupboard within secure office.
- Employees will ensure paper or printout containing personal data are not left where unauthorised people can see them.
- Paper or data printouts will be disposed of securely by shredding when no longer required.

6) System security:

- Appropriate back-up and disaster recovery solutions are in place.
- Physical firewall (SonicWALL) is in place to prevent unauthorised external access which also has a range of additional services (Intrusion Prevention, Gateway anti-virus, SSL VPN etc.)
- Webroot anti-virus is in place.
- Regular system updates take place such as security patches on Windows and standard applications
- Spam and malware scanning of emails
- Password policies are in place.
- Leaver's policy in place so that accounts and access can be closed down securely
- Implementation of unique MS web portal image to help users distinguish correct login page from phishing site.
- Remote workers access is via SSL VPN (virtual private network) hosted by the SonicWALL firewall, which authenticates the users. (More secure than PPTP VPN which was previously in place).

7) Lawful, fair and transparent processing

- To ensure its processing of data is lawful, fair and transparent, Nineteen shall maintain a Register. See GDPR data processing register
- The Register shall be reviewed annually.
- Individuals have the right to access their personal data and any such requests made to Nineteen shall be dealt with in a timely manner.

8) Lawful purposes

- All data processed by Nineteen will be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
- Nineteen will note the appropriate lawful basis in the Register.
- Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent will be kept with the personal data where possible.
- Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent are available and systems will be in place to ensure such revocation is reflected accurately in Nineteen Event's systems where possible.

9) Data minimisation

- Nineteen will ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

10) Accuracy

- Nineteen take reasonable steps to ensure personal data is accurate. Staff will take every opportunity to ensure data is updated eg by confirming a customer's details when they call.
- Data will be held in as few places as necessary, eg no unnecessary copies created.
- Nineteen will make it easy for data subjects to update the information we hold about them by using preference links within emails or by contacting us directly.

11) Archiving / removal

- To ensure that personal data is kept for no longer than necessary, Nineteen shall review personal data processed annually and act on required archiving or removals in a timely manner.
- Archiving or removals will be considered based on what data should/must be retained, for how long, and why.

12) Subject access requests

- All individuals who are subject of personal data held by Nineteen are entitled to:
- Ask what information the company holds about them and why
 - As how to gain access to it
 - Be informed how to keep it up to date
 - Be informed on how the company is meeting its data protection obligations.
- Subject access requests should be made by email, addressed to the data controller at info@nineteen-events.com. Individuals will be charged £10 per subject access request. The data controller will aim to provide the relevant data within 14 days.

13) Providing information

- Nineteen aim to ensure that individuals are aware that their data is being processed and understand:
- How the data is being used
 - How they exercise their rights.
- To these ends, Nineteen has a Privacy statement setting out how data relating to individuals is used by the company please see <https://www.internationalsecurityexpo.com/contact-us/privacy-policy>

14) Breach

- In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Nineteen shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

END OF POLICY