

Congress Rental Pte Ltd

## Privacy Policy

Congress Rental enables its users (“they“, “their“, “you“ or “your“), via its Website (<https://www.congressrental.id> And <https://crn.interpret.world> ) (the “Website”), its API, mobile apps, its services or other means (the “CRN Platform”), to remotely transfer voice, video and data in real-time.

Your use of the Website and the CRN Platform is subject to the terms set forth in this Privacy Policy (the “Privacy Policy”)

This Privacy Policy applies to all information and data collected by Congress Rental as a controller, including information collected via our Websites or through other channels.

PLEASE READ THIS PRIVACY POLICY CAREFULLY. BY ACCESSING OR USING OUR WEBSITE OR THE CRN PLATFORM, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO BE BOUND TO ALL THE TERMS OF THIS PRIVACY POLICY AND OUR WEBSITE TERMS OF SERVICE. IF YOU DO NOT AGREE TO THESE TERMS, EXIT THIS PAGE AND DO NOT ACCESS OR USE THE WEBSITE OR THE CRN PLATFORM.

We are committed to respect and protect the privacy of the personal information we obtain from you through our Website and we have created this Privacy Policy to inform you about how we collect, use and share your personal information, and our privacy practices in general.

Congress Rental collects two types of information about you: Personally Identifiable Information and Non-Personally Identifiable Information.

### **Personally Identifiable Information.**

Personally Identifiable Information is information that may be used to identify an individual, including a first and last name, physical address, email address, phone number, or other contact information. We may use Personally Identifiable Information, including usage history, to enhance the operation of the Website and the CRN Platform, improve our marketing and promotional efforts, analyse Website and CRN Platform usage, and to improve the Website and the CRN Platform. We may also use Personally Identifiable Information to troubleshoot, resolve disputes, accomplish administrative tasks, contact you, and enforce our agreements with you, including this Privacy Policy. Your Personally Identifiable Information resides on a secure server that only selected personnel have access to. We encrypt sensitive information using Secure Socket Layer (SSL) technology to ensure that your Personally Identifiable Information is safe as it is transmitted to us. Below you can find more detailed information on what Personally Identifiable Information we collect; when and why we collect it, and how long we retain it.

**Website Forms.** When you are filling the contact form on our website you will be asked for your name, email and phone number. We ask you to voluntarily provide this information to be able to get in touch with you, to provide you with more information regarding our products and, if needed, to create an admin account for the CRN platform. We retain this information indefinitely unless you request to delete it.

**Speaker, interpreter and moderator login.** When you are logging in with speaker, interpreter or moderator tokens, we will ask you to provide your full name. This is done to track the users and to provide better experience of the platform to all the participants. We retain this information in our logs indefinitely unless you request to delete it.

**Stream archives.** We might archive certain audio and video data for training and quality assurance purposes. Such archives are stored on our secure servers, have strict access policy and can be deleted at any time at your request. To prevent unauthorized access, to maintain the accuracy of your Personally Identifiable Information, and to ensure that you're in control of it, we have put in place appropriate physical, technical, and administrative controls to safeguard and secure the personal data we process. Upon request, CRN will provide you with information about whether we hold any of your personal data. All your Personally Identifiable Information that we hold can be deleted from our servers at your request. If you have any concerns or suspect unauthorized activities associated with your account, please contact us [info@congressrental.id](mailto:info@congressrental.id)

**Release of Personally Identifiable Information.** We will not sell or share your Personally Identifiable Information with other parties except as provided below:

**Acquisition.** As with any other company, we could merge with, or be acquired by another company. If this occurs, the successor company would acquire the information we maintain, including Personally Identifiable Information. However, Personally Identifiable Information would remain subject to this Privacy Policy.

As required by law. We reserve the right to disclose your Personally Identifiable Information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Website; enforce or apply this Privacy Policy, Terms of Service or other agreements; or protect the rights, property or safety of the Website, users of the CRN Platform, employers, or others.

Our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it. However, we will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you.

If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not (as well as of the possible consequences if you do not provide your personal information). Similarly, if we collect and use your personal information in reliance on our legitimate interests (or those of any third party), we will make clear to you at the relevant time what those legitimate interests are.

### **Non-Personally Identifiable Information.**

Non-Personally Identifiable Information is information that does not identify a specific person. This type of information may include things like the type of browser you are using, your Internet Protocol ("IP") address, or general and/or aggregated location data that does constitute Personally Identifiable Information. We may automatically collect this information when you visit our Website or use the CRN Platform using electronic tools like Cookies, as described below in this Privacy Policy. We use Non-Personally Identifiable Information to troubleshoot, administer the Website and the CRN Platform, and analyse trends.

***Website visits and audience login.*** When you use the Website and the CRN Platform as an audience user, we do not collect any personally identifiable information. However, data transmitted by your browser that enables you to access the website is collected. This includes:

- IP address
- Date and time of the request
- Time zone difference from Greenwich Mean Time (GMT)
- Website from which the request comes
- Browser
- Operating system and its interface
- Language and version of the browser software
- The country of origin for the visitor

***Use of Google AdWords.*** Our website uses Google Conversion Tracking. If you clicked on an ad delivered by Google on our website, a cookie is placed on your computer by Google AdWords. The cookie for conversion tracking is placed when a user clicks on an ad delivered by Google. These cookies expire within 30 days and are not personally-identifiable. If the user visits certain pages on our website and the cookie has not yet expired, we and Google will be able to recognize that the user has clicked on the ad and proceeded to that page. Every Google AdWords customer gets a different cookie, cookies cannot therefore be tracked across sites by AdWords customers. The information obtained using the conversion cookie is used to create conversion statistics for AdWords customers who have opted in for conversion tracking. Customers are given an overall number of users who have clicked on their ad and proceeded to a page tagged with a conversion tracking tag. However, they will not receive any information that can personally identify users. If you do not want to participate in the tracking, you can take the necessary steps to block a cookie – such as through a browser setting, which generally disables cookies from being stored, or adjust your browser settings in such a way that cookies from the domain "googleleadservices.com" are blocked.

## **How we share information that we collect.**

### **Service Providers**

We employ other third-party service providers to provide services on our behalf to visitors to our Websites and our customers and may need to share your information with them to provide information, products or services to you. Examples may include providing marketing assistance, processing credit card payments, supplementing the information you provide us in order to provide you with better service, and providing customer service or support. These service providers are prohibited from using your Personal Information except for these purposes, and they are required to maintain the confidentiality of your information. In all cases where we share your information with such agents, we explicitly require the agent to acknowledge and adhere to our privacy and customer data handling policies.

### **Partners**

In addition, we may share data with trusted partners to help us perform statistical analysis or provide customer support. Such third parties are prohibited from using your Personal Information except for these purposes, and they are required to maintain the confidentiality of your information.

## **How We Transfer Data We Collect Internationally.**

### **International Transfers**

To facilitate our global operations, we transfer information outside of the EU or to the United States and allow access to that information from countries in which Congress Rental staff, affiliates or contractors have operations for the purposes described in this policy. This Privacy Policy shall apply even if we transfer Personal Information to other countries. We have taken appropriate safeguards to ensure that your Personal Information will remain protected.

### **International transfers to third parties**

Some of the third parties described in this privacy policy, which provide services to us under contract, are based in other countries that may not have equivalent privacy and data protection laws to the country in which you reside. When information is processed about you in such a country, we make use of standard contractual data protection clauses, as approved by the European Commission to regulate this.

### **Privacy policies of other websites.**

Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Our Websites include Social Media Features, such as the Facebook Like button and Widgets, such as the Share Button or interactive mini-programs that run on our sites. These features may collect your IP address, which page you are visiting on our sites, and may set a cookie to enable the feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Websites. This Privacy Policy does not apply to these features. Your interactions with these features are governed by the privacy policy and other policies of the companies providing them.

**Updating Information.**

If you are enrolled in the CRN Platform as a Partner, you may change any of your Personally Identifiable Information by logging into your account and accessing the “Profile” page. We encourage you to promptly update your Personally Identifiable Information if it changes, as out-of-date data may negatively affect the quality of your CRN Platform use and experience.

**Choices on Collection/Use of Information.**

You can always choose not to provide certain information, although a certain level of information is required to engage in activities on the Website and to use the CRN Platform. If you do not want to receive newsletters and promotional emails from us, you may elect to opt-out of receiving them at any time by hitting the “unsubscribe” button at the bottom of any of our e-mails.

**Contact Details.**

Congress Rental is represented by Jeremy Ducklin (Managing Director) and can be contacted [info@congressrental.id](mailto:info@congressrental.id)

**Changes to our privacy policy.**

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 21 May 2020