

Data and Privacy Protection Policy

Introduction

CCM GROUP, which includes the companies CCM CONGRESSES, MFM – Made for Meetings, Plano Pago and INI – Instituto de Ciências Integradas (hereinafter called “CCM”, “we” or “our”) is the organizer of this event and controls the data together with the sponsoring society. As part of its services to the conference, CCM operates the conference website (“Client Site”) on behalf of the sponsoring society.

We, from the CCM Group, respect the privacy of the Client Site’ users (the “User” or “you”) and are committed to meeting all requirements of Act 13.709/2019 and fully protect the personal information that users share with us.

This **Privacy Notice** describes our practices regarding the collection, use and disclosure of information which we may obtain when you visit the Client Site from which you are accessing this you visit the Client Site from which you are accessing this **Privacy Notice** or when you interact with any of the online forums, conference registration forms or sign-up forms or other digital activities carried out by us through the Client Site (“Activities”).

This **Privacy Notice** also describes your choices regarding the use, access and correction of your personal information.

By entering the client site and using or participating in any activities, you agree to the terms and conditions set forth in this **Privacy Notice**, including to the collection and processing of your information. If you disagree to any term provided herein, please do not use the client site or participate in any activities.

Before submitting any personal information to us, please read this **Privacy Notice** carefully to learn about our privacy practices submitting any personal information to us, please carefully read this **Privacy Notice** to learn about our Privacy practices.

Scope of this Data Protection Statement

This Data Protection Statement applies to all services provided by the CCM GROUP.

This Data Protection Statement does not apply to services provided to other individuals or corporations.

This Data Protection Statement does not cover information practices from other companies and organizations that:

1. advertise CCM services
2. operate websites or other digital systems that contain links to the CCM or Client Site.

1. INFORMATION WE COLLECT FROM YOU

CCM collects general and personal data from you in the following situations:

- when you provide your data to CCM when using the Client Site or CCM’s website, sign in to receive newsletters, access the ads of events managed by CCM and carry out other Activities in the websites;
- from your clients (in such cases the client should guarantee that they have the right to share these data and that you are aware of the various subjects described in this Data Protection Statement);
- from the sponsors of the events (in such cases the sponsor should guarantee that they have the right to share these data and that you are aware of the various subjects described in this Data Protection Statement).
- when you attend meetings and events managed by CCM;

After receiving the data, we create a user electronic register for every event they have registered or attended, in CCM proprietary tools, used both for individuals and corporations.



Personal Information

We receive and store information you may provide us when using the Client Site or participating in any Activities. This information includes data that identify you personally or that can, either directly or indirectly, identify you personally, including the following:

- a.** full name
- b.** gender
- c.** Tax ID
- d.** telephone numbers
- e.** address / city / state / country
- f.** profession
- g.** specialty
- h.** Medical License Number (if applicable)
- i.** organization or company where you work and/or position
- j.** date of birth
- k.** workplace
- l.** professional interest
- m.** email address.
- n.** travel destinations
- o.** travel programs
- p.** travel preferences;
- q.** accommodation preferences
- r.** other stated preferences
- s.** passport
- t.** visa details
- u.** course or activity of interest

Such information is referred to, in this **Privacy Notice** as “personal information” and include only the information voluntarily provided by you (for example, when you register for an event, contact us through the “contact us” form in the Client Site or sig up to receive our newsletter or voluntarily participate in any Activities). You can choose not to provide us with any personal information, but failure to do so may preclude us from providing our services to you, responding to any questions and comments you may refer to us on the Client Site or may otherwise preclude you from participating in certain Activities.

You should make sure that the data you provide are:

- correct;
- accurate
- current;
- true; and
- in accordance with applicable laws.

Log Data

As is true of most websites, our servers automatically collect and record information that the browser in your computer or mobile phone, tablet or similar device you use to access the Client Site, (a “Device”) whenever you visit the Client Site (“Log Data”). Log Data may include Internet Protocol (IP) addresses, type of browser and language, referral and exit pages and URLs, language information, the domain from which you are visiting and additional information on the use and browsing in the Client Site. We do not relate these automatically collected data to other information we collect about you. We can also collect information on various



aspects of your use of the Client Site or of your participation in any activity, such as date and time you logged in, the content you viewed, the pages you visited the searches and/or registrations you may have made and any clickstream data.

Location Data

When you access the Client Site from a mobile Device (such as a table or mobile phone), we may collect information about your location through the location information accessible through your Device. You can change the privacy settings in your Device at any time to disable the location information sharing functionality. If you have any questions about the privacy settings of your Device, we suggest you contact the manufacturer of your Device or your mobile phone service provider for help.

Your physical presence in a given room or booth at the event could be recorded if you present your badge for scanning.

Cookies and Similar Tracking Technologies

We automatically collect certain information using technologies such as cookies, pixel tags, browser analysis tools, service login and web beacon cookies technology. Please see below our detailed policy describing how we use cookies and other tracking technologies and your options related to this particular use.

2. THE PURPOSE OF THE COLLECTION

The personal information we collect about you on behalf of the organizing society are used so that we:

- 1.** can provide you educational services and to facilitate your participation in meetings, courses and online educational resources.
- 2.** provide, maintain, record, protect and improve the overall quality of your services.

CCM does not collect more data than necessary to fulfill these purposes.

3. HOW WE USE YOUR PERSONAL INFORMATION

We may use your personal information for the following general purposes:

- To process your activities in the event, such as your registration and abstract/video submission;
- To communicate with you in general, including to provide you information on our products and services or answer your questions and comments;
- To measure the quality and interest in the Client Site and/or Activities and improve them;
- To meet some of our business goals, such as data analysis, audits, research and development or to improve new activities, to improve the Client Site and determine the efficacy of our promotional campaigns relating to our products and services;
- To send you newsletters and ads related to our products and services that may be of your interest. You may choose not to receive such information and opt-out of such future communications. All such communications sent to you will contain instructions for opting-out;
- For hotel reservations, air tickets and/or shuttle services. In this regard, when a reservation is made, CCM creates a reservation code containing all personal data together with the reservation information required to process your order and meet regulatory requirements to certain destinations. To make the reservations, CCM will have to transfer personal data to some third-party travel providers (such as air companies, hotels, car rental companies, on-line booking companies, insurance companies, security-monitoring companies and booking systems) in your country of origin or in another country where you may be travelling and often



also to government agencies for certain destinations;

- To consolidate travel information in data reports that summarize and analyze expenses by destination, by travel agency, etc., for their own interest or as requested by Customers and/or third parties. These reports, that may include certain personal data of the user are, then, submitted to the person requesting them;
- To check the compliance with a travel policy at the request of a customer or third party;
- To prevent potentially prohibited or illegal activities or handle and resolve legal disputes for regulatory purposes, to enforce this Privacy Notice or as we may otherwise believe to be necessary or appropriate: (i) under the applicable law, including laws from outside your country of residence; and (ii) to protect our rights, property or interests; and as described to you at the time of collection.

Non-Personal Information

Log Data and other non-personal information that we gather and collect are used mainly for the purpose of administering the Client Site; analyzing general trends related to the use of the Client Site (for example, we may use this information to generate user predicted preferences and social characteristics); enhancing user experience on the Client Site (for example, we can use this information to know which areas of the Client Site are more popular), estimating and reporting total number of visitors and traffic; optimizing ads (that is, to adapt, direct, analyze, manage and optimize our ads); investigating, detecting, preventing or taking measures regarding illegal activities, suspected fraud or abuse; and providing analytics and reports on the use of the Client Site.

Data Retention

Your personal information is stored in our systems for the duration of your interaction with our events, websites and webmail communication up to seven years after your last interaction with us. You may request to be removed from our systems at any time, please contact us at politicadeprivacidade@ccmew.com. However please note that if you have registered as an attendee to one of our events, your data must be retained for as long as local accounting regulations require and generally for 7 years.

In accordance with Act 13.709/2018, personal data should be deleted after the end of their handling, in the scope and technical limits of the activities, and the storage is authorized for the following purposes:

- I.** legal requirement by the controller;
- II.** study by a survey agency guaranteeing, whenever possible, that personal data remain anonymous;
- III.** transfer to third parties, complying with the data treatment requirements established in this Act; or
- IV.** IV exclusive use by the controller, with access to third parties not allowed and provided that data remain anonymous.

Storage site and database controller

User data held by CCM are stored at a cloud-based central database in an outsourced provider in Brazil. The purpose and content of the CCM central database are established by CCM.

4. WITH WHOM WE SHARE YOUR INFORMATION

Personal Information

We may share your personal information under the following circumstances:

- The information that we collect and store relating to you is owned by CCM and the organizer (third-party client), who owns the event for which you have showed interest or have registered. “How we use your information, and for specific Congress-related purposes (e.g. poster abstracts selection, travel grant request).
- Your name and country may be included in a list of participants posted at the event site and/or on the event mobile application, as well as in posts in social media and newsletters linked to CCM or the Client,



according to article 5, item 12 of Act 13.709/2018.

- In the course of operating our business, it may be necessary or appropriate for us to provide access to your personal information to others such as our affiliates (i.e., any company controlled by us, controlling or under common control with our company), service providers, contractors and select vendors so that we can operate our business. In our agreements with our business partners, we require that data protection rules are followed and we also seek to obtain confidentiality agreements that are consistent with this Privacy Notice and that limit others' use or disclosure of such personal information. Any data transfers from Brazil will be carried out to locations with similar and adequate levels of data protection.
- Submitting your participant badge or any device/mechanism that replaces it for scanning constitutes an act of consent on your part to share your personal data with that third party. If you agree to have your badge scanned when visiting an exhibition stand or a sponsored session, you are agreeing that those third parties receive access from us to your personal data and use them to communicate with you about their products.
- A list of registered participants including name, state, city and country of origin may be shared with industry partners of the meeting for the purpose of customizing their communications, provided you have given your explicit consent in accordance with article 5, item 12 of Act 13.709/2018.
- Your full personal details may be shared with industry partners for marketing purposes, provided you have given your explicit consent.
- We may share your personal information to respond to subpoenas, court orders, or legal process, to enforce our legal rights, to defend against legal claims or in such circumstances where, in our judgment, a disclosure is necessary or appropriate in accordance with applicable law.
- We may share your personal information if we believe it is necessary in order to investigate, detect, prevent or take action regarding illegal activities, suspected fraud or abuse, situations involving potential threats to the physical safety of any person, violations of our various terms of service or as otherwise required by applicable law.
- As we continue to develop our business, we may sell all or part of our business. In such transactions, personal information collected from users is generally one of the business assets that will be transferred. The transferred personal information will remain subject to this Privacy Notice or subsequent policies which may be adopted in its stead.

Public Information

- We may share information that you voluntarily make public, including information that you post on blogs, message boards, chat rooms or other similar forums, whether or not such forums are operated or owned by CCM. Since such public information can be accessed by others and used by any person, such use by third parties is beyond our control. To request removal of your personal information from any blog or community forum operated or owned by CCM, please contact us at politicadeprivacidade@ccmew.com. In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.
- We may also display personal testimonials of satisfied customers on the Client Site in addition to other endorsements. With your consent, we may post your testimonial along with your name. If you wish to update or delete your testimonial, you can contact us at politicadeprivacidade@ccmew.com.

Non-Personal Information

We may share aggregated or anonymous information or statistics (which in any event does not contain any of your personal information) with third parties, such as the Client, our existing or potential agents, investors, affiliates, vendors, service providers and other business partners.



5. COOKIES AND OTHER TRACKING TECHNOLOGIES

Cookies and Similar Tracking Technologies

Cookies (sometimes referred to as browser cookies) are small packets of data that a website stores on your Device's hard drive allowing your Internet browser to save and retrieve information about your visit to the website. You can find more information about cookies at www.allaboutcookies.org and www.youronlinechoices.eu.

As in other websites, we collect and use information in advertisement. The information contained in the ads include your IP (Internet Protocol) address, your ISP (Internet Service Provider), the browser you used to visit our website (such as Internet Explorer™ or Firefox™), the time of your visit and which pages you visited in our website. This information is collected from cookies and the tools made available by Google™.

Cookies and Web Beacons

We use cookies to store information, such as your personal preferences when you visit our website. This could include a simple popup or a link in several services we provide, as well as other ads. Additionally, we use third-party advertisement in our website to support maintenance costs. Some of these advertisers may use technologies such as cookies and/or web beacons when they advertise in our website, therefore these advertisers (like Google™ through Google AdSense™) will also get your personal information, such as IP address, your ISP, your browser, etc. This function is usually used for geotargeting (for example, showing Porto Alegre ads only to visitors from Porto Alegre) or showing advertisement directed to one type of user (for example, showing restaurant ads to a user who regularly visits cooking websites).

You can disable the cookies in your browser options or by making changes in the tools of antivirus software such as Norton Internet Security™. However, this may change the way you interact with our website or other websites. This could affect or not enable you to log in programs, websites or forums in our network and other networks.

Analytics and Remarketing Tools

We may use third-party analytics services (such as Google Analytics™) to analyze your use of the Client Site, compile reports on activity, collect demographic data, analyze performance metrics, and collect and evaluate other information relating to the Client Site and mobile and Internet usage.

These third parties use cookies and other technologies to help analyze and provide us these data. We do not have access or control over the cookies placed by these analytics providers. When you access and use the Client Site, your Log Data and other non-personal information may be processed by these analytics providers in the manner and for the purposes set out in this **Privacy Notice**. More information about the analytics tools we use can be found in these links: For Google Analytics™ - <https://support.google.com/analytics/answer/6004245>.

You may opt out of Google's use of cookies by updating your Internet browser's ad settings, at <https://adssettings.google.com/u/0/authenticated?hl=en>.

We may also use third-party remarketing services (including Google AdSense™) to advertise on third party websites to previous visitors to the Client Site. It could mean that we advertise to previous visitors who have visited the Client Site or participated in any Activity (for example sign-up to receive Congress newsletters). These third-party remarketing service providers use cookies to serve ads based on a past visit to the Client Site. Any data collected by such third-party remarketing service providers will be used in accordance with this **Privacy Notice** and the privacy policy of such third party remarketing services provider. More information about the remarketing tools we use can be found in these links:

For Google Analytics™ - <https://support.google.com/analytics/answer/6004245>. You may opt out of Google's use of cookies by updating your Internet browser's ad settings, at <https://adssettings.google.com/u/0/authenticated?hl=en>.



6. HOW WE PROTECT YOUR INFORMATION

We take commercially reasonable steps to protect your information from loss, misuse, and unauthorized access, use, disclosure, alteration, or destruction. When personal information is transferred over the Internet, we encrypt it using Transfer Layer Security (TLS) encryption technology or similar technology. You should note, however, that no security system is impenetrable. We cannot guarantee the security of our databases or the databases of the third parties with which we may share such information, nor can we guarantee that the information you supply will not be intercepted while being transmitted over the Internet. In particular, e-mails sent to us may not be secure, and you should, therefore, take special care in deciding what information you send to us via e-mail.

We use third-party vendors and hosting partners to provide the necessary hardware, software, newsletter submission, badge suppliers, accommodation reservation, air ticket reservation, land transportation reservation, networking, storage, and related technology required to run our Activities. You agree that your data are transferred to third parties so that we can run our activities. Whenever possible, we seek to obtain confidentiality agreements that are consistent with this **Privacy Notice** and that limit others' use or disclosure of your personal information.

CCM GROUP is a group of companies including CCM Congresses, MFM, Plano Pago and INI. Thus, you agree that CCM transfers and communicates your personal data between the companies belonging to CCM group in order to support their activities and/or services.

7. ACCESSING AND MODIFYING INFORMATION AND COMMUNICATION PREFERENCES

If you have provided us with any personal information, you have the right to access, remove, review, and/or make changes to the same by contacting us at politicadeprivacidade@ccmew.com. We will respond to your request as soon as possible.

Additionally, you can edit your personal data at your restricted area, at the Client website or at the CCM website until the beginning of the event and/or activity. After that, changes will have to be requested at the email informed in the previous paragraph.

Additionally, you may manage your receipt of marketing and non-transactional communications by clicking on the "unsubscribe" link located on the bottom of any of our marketing e-mails. Subject to applicable law, we will use commercially reasonable efforts to process such requests in a timely manner. You should be aware, however, that it is not always possible to completely remove or modify information in our subscription databases.

8. EXTERNAL WEBSITES

The Client Site may contain links to websites operated by third parties ("External Sites"). Be sure to read the privacy policies, supplemental notices, and settings of all websites or platforms that you visit so you can understand their privacy practices and your options. These External Websites have separate and independent privacy policies. We have no responsibility or liability for the content and activities of these External Websites. Nonetheless, we seek to protect the integrity of the Client Site and welcome any feedback about these sites.

9. CHILDREN'S PRIVACY PROTECTION

We understand the importance of protecting children's privacy in the interactive online world. The Client Site is not designed for or intentionally targeted at children 18 years of age or younger. We do not knowingly collect or maintain personal information from children under the age of 18 through the Client Site. If you



are under 18, please do not give us any personal information. We encourage parents and legal guardians to monitor their children's Internet usage and to help enforce our **Privacy Notice** by instructing their children never to provide personal information through the Client Site without their permission. If you have reason to believe that a child under the age of 18 has provided personal information to us, please contact us, and we will endeavor to delete that information from our databases.

10. CHANGES TO OUR PRIVACY NOTICE

This **Privacy Notice** is effective as of the date stated at the top of the document. We may change this **Privacy Notice** from time to time with or without notice to you. Any such changes will be posted on the Client Site. By accessing the Client Site after we make any such changes to this **Privacy Notice**, you are deemed to have accepted such changes. Please be aware that, to the extent permitted by applicable law, our use of your information is governed by the **Privacy Notice** in effect at the time we collect the relevant information. Please refer back to this **Privacy Notice** on a regular basis.

11. INTERNATIONAL TRANSFER OF INFORMATION

Please be aware that information you provide to us or we obtain as a result of your use of the Client Site may be processed and transferred to the country of the Client and all countries in which CCM has or comes to have offices and operations and be subject to applicable law. This information may also be processed by staff working for us or for one of our suppliers. The privacy and data protection laws in such countries may not be equivalent to such laws in your country of residence. By using the Client Site, or by providing us with your information, you consent to this collection, transfer, storage, and processing of information to and in different countries.

12. APPLICATION REGULATIONS

This **Privacy Notice** is construed in accordance with and shall be governed by Brazilian laws. To settle any disputes, we have chosen the court of the city of Porto Alegre, Brazil, to the exclusion of any other, however privileged it may be.

13. QUESTIONS

If you have any questions regarding this **Privacy Notice** or do not feel that your concerns have been addressed, please direct your questions at politicadeprivacidade@ccmew.com.

