

Stockholm 2020-09-01

The personal data provided to, or collected by, our Services is controlled by Meeting Maker Global AB (SP_CE), Kvarnbäcksvägen, 302 91 Halmstad. **If you have any concern about providing information to us or having such information used in any manner permitted in this Privacy Policy, you should not visit our websites, apps or otherwise use our Services.**

This Privacy Policy describes the types of information we may collect from you or that you may provide to us when you use our websites or use our services located at www.spce.com (the “Website”), or the application services provided through mobile or desktop (collectively, the “Services”), and our practices for collecting, using, maintaining, protecting and disclosing such information. This Privacy Policy applies to information we collect: (i) through our Services, and (ii) in text and electronic messages between you and our Services.

This Privacy Policy does not apply to any third-party sites that may be accessed through hyperlinks on our Services provided by the Instance Owner of our Services.

By accessing or using our Services, you agree to this Privacy Policy.

IF YOU DO NOT AGREE TO THIS PRIVACY POLICY, PLEASE DO NOT ACCESS OR USE OUR SERVICES.

Please read the information below:

1. INFORMATION WE COLLECT

We collect several types of information about visitors and/or users of our Services. We may collect this information either directly when you provide it to us or automatically as you navigate through our Websites or within our App.

(a) We will collect and process your personal data when you or your organisation register for a Service/create an account, subscribe to a newsletter, submit feedback, enter a contest, fill out a survey, or send us a communication. All data are saved encrypted in our database and the personal data we have in our systems, are username and password, your name and departmental belonging (provided to us by your organization). The rest of the data we store about you, are data you yourself provide us with when using our Services. Depending upon the activity, some of the information we ask you to provide is required to use the Services (e.g. registering an account) and some is voluntary. If you do not provide data when needed for a particular activity, you will not be able to engage in that activity.

We also collect your Internet Protocol (“IP”) address. We use your IP address to diagnose problems with our servers and/or software, to administer our Services, and to gather demographic information.

(b) We may collect certain information that does not by itself identify a specific individual. Such information tells us about your equipment, browsing actions, and the resources that you access and use through the Services, such as your operating system and browser type.

(c) When you download our App and use our Services, we automatically collect information on the type of device you use and the operating system version, so we know the best version of the application to provide you.

(d) When you contact us for customer support we may collect additional information to resolve your issue and may request you to give us more information to improve your customer service experience.

2. WHERE DATA IS STORED

By submitting your personal data, you agree to the transfer, storing and processing of your data in our Cloud Services hosted in Microsoft Azure (Microsoft Cloud Services) Northern Europe (located in Ireland). We will take reasonable steps to ensure that your data is treated securely and in accordance with this Privacy Policy.

3. HOW WE USE YOUR INFORMATION

We use information held about you in the following ways:

To present content from our Services in an effective manner for you and for your computer or mobile device.

To provide you and your organization with functions to collaborate in different ways, to plan, to act, to reflect, to learn, to communicate and to feedback and endorse colleagues. All in a structured way to help in different kind of training and change journeys that your organization has decided to run.

To provide you with information and content that you request from us or that your organization has decided could be of interest to you.

To carry out our obligations arising from any contracts entered into between you or your organization and us, including for billing and collection.

To allow you to participate in interactive features of our Services, when you choose to do so

To contact you about our Services

In any other way we may describe when you provide the information or when we prompt you regarding a new use of information about you.

4. DISCLOSURE OF YOUR INFORMATION

We do not share your personal data with third parties. We do not sell, trade, rent or disclose your information to others.

We will only disclose personal data in the following circumstances:

- if it is required by law enforcement or judicial authorities, or to cooperate with a law enforcement investigation;

- if we have a good faith belief that we are required or permitted to do so by law or legal process;
- to protect our rights, reputation, property or the safety of us or others;
- to defend or enforce our rights or your obligations;
- if the disclosure is required by mandatory professional standards;
- to a third party with your prior consent to do so; or
- if we are under a duty to disclose or share your personal data in order to enforce or apply any contracts or agreement that may exist between you and us including this Privacy Policy, and our Terms of Service (to be downloaded [here](#)). This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.

In the event that Meeting Maker Global AB decides to sell all or part of its stock or assets or enter into a merger, we reserve the right to include your and your organizations data, including personal data, among the assets transferred to the acquiring or surviving company. You will of course have the full right to, at that time, as for your data to be deleted.

5. UPDATING OR CORRECTING YOUR PERSONAL DATA

We offer settings to control and manage the personal data we have about you, including the ability to:

Delete Data: You can ask us to erase or delete all or some of your personal data (e.g., if it is no longer necessary to provide Services to you).

Amend or Rectify Data: You can edit some of your personal data through your account. You can also ask us to amend your data in certain cases, particularly if it is inaccurate.

Object to, or Limit or Restrict, Use of Data: You can ask us to stop using all or some of your personal data (e.g., if we have no legal right to keep using it) or to limit our use of it (e.g., if your personal data is inaccurate or unlawfully held).

Right to Access and/or Take Your Data: You can ask us for a copy of your personal data provided in machine readable form.

You can learn more about how to make these requests in Sections 6 and 7 of this Privacy Policy. You may also contact us using the contact information in Section 14, and we will consider your request in accordance with applicable laws.

You may change your personal data associated with your account in the Settings area in the App and in the Web-client.

You may also access, request deletion, and correct your personal data by submitting a data request through our Customer Support by sending an email with your request (support@spce.com).

6. CANCELING YOUR ACCOUNT OR DELETING YOUR PERSONAL DATA

If your account and subscription is a part of an agreement between your organization and us, you still may choose to end your subscription/use of our Services, in which case we will

retain your information for a reasonable period of time in case you or your organization choose to re-subscribe.

If you or your organization choose to close your account, we will delete your information, including all your personal data and all information you have added into our Services, within 60 days of your request. However, if your organization still decides to keep their organizational contract, we will keep part of your data in an anonymized form as part of historic statistics data. This data can not in any way be traced back to you since there will be no identifiers left connecting that data back to your account. Also, we may retain your personal data even after you have closed your account if reasonably necessary to comply with our legal obligations (including law enforcement requests), comply with contractual obligations (including an agreement between Meeting Maker and your organization), meet regulatory requirements, resolve disputes, maintain security, prevent fraud and abuse, enforce our Terms of Service (<https://www.spce.com/termsofservice.aspx>) or fulfill your request to “unsubscribe” from further messages from us. We will retain anonymized information after your account has been closed.

7. CHOICES REGARDING CONTROL OF YOUR PERSONAL DATA

If you would like to access the information we have about your use or your account, you can access it in the menu under Reported Activities and under Edit Settings.

You can ask us for a copy of your personal data in machine readable format by writing an email to us (support@spce.com). If you have questions on this process, please contact Customer Support by email. You may also contact us by submitting a data request by writing an email to us (support@spce.com) and we will consider your request in accordance with applicable laws.

You can also ask us to stop using all or some of your personal data (e.g., if we have no legal right to keep using it) or to limit our use of it (e.g., your personal data is inaccurate or unlawfully held) by submitting a data request through Customer Support.

With respect to your communications preferences, you can unsubscribe from newsletters by following the instructions included in the newsletter you receive.

8. LAWFUL BASES FOR PROCESSING

We will only collect and process personal data about you where we have lawful bases. Lawful bases include consent (where you have given consent), contract (where processing is necessary for the performance of a contract with you or your organization (e.g., to deliver the Services you have requested) and “legitimate interests.”

Where we rely on your consent to process personal data, you have the right to withdraw or decline your consent at any time and where we rely on legitimate interests, you have the right to object.

9. INFORMATION RELATED TO DATA COLLECTED THROUGH SP_CE SERVICE

For certain services, we collect information under the direction of our clients (e.g., an entity that subscribes to the Services for use by the entity's personnel). In this respect, we act as a data processor under applicable laws. We will retain and use this personal data as necessary to comply with our legal obligations, resolve disputes, and fulfill our obligations under those agreements with the data controllers. In these cases, the data controller will have its own privacy policy that applies to your data, including personal data. We encourage you to read their privacy policies to learn more about their data practices.

10. DATA SECURITY

Access by you to your account is available through a password and a unique username selected by you or your organization. This password is encrypted. We recommend that you do not divulge your password to anyone, that you change your password often using a combination of both capital letters and small letters, numbers and special characters and that you ensure you use a secure web browser. We cannot be held accountable for activity that results from your own neglect to safeguard the secrecy of your password and username. If you share a computer with anyone, you should always log out of your account after you are finished in order to prevent access to your information from subsequent users of that computer.

Please notify Customer Support (support@spce.com) as soon as possible if your username or password is compromised.

Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal data in all possible ways we can, you acknowledge that there are security and privacy limitations of the Internet which are beyond our control.

In the unlikely event that we believe that the security of your personal data in our control may have been compromised, we will try to notify you. To the extent you have provided us with your email address, we will notify you by email and you agree to our use of email as a means of such notification.

11. COOKIES AND OTHER TECHNOLOGIES

When you use our Websites we may use cookies and other technologies in order to facilitate and customize your use of our Services.

12. SHARING OF PERSONAL DATA

We do not share personal data with third parties.

13. CHANGES TO THIS PRIVACY POLICY

It is our policy to post any changes we make to our Privacy Policy on this page (with a notice that the Privacy Policy has been updated on the Websites). The date the Privacy Policy was last revised is identified at the top of the page. You are responsible for ensuring we have an

up-to-date active and deliverable email address for you, and for periodically visiting our Websites and this Privacy Policy to check for any changes.

Your continued use of the Services after such modifications will constitute your agreement to the updated terms of the modified Privacy Policy.

14. HOW DO YOU CONTACT US WITH QUESTIONS?

If you have questions or complaints regarding this Privacy Policy, please first contact Customer Support (support@spce.com) by email.