



The Energy Industries Council Privacy Policy

This privacy policy governs the collection, storage and use of personal information collected by us, the Energy Industries Council, via our website at www.the-eic.com (the "Website"). It provides you with details about the personal information we collect from you, how we use your personal information and your rights to control personal information we hold about you.

Please read this privacy policy carefully – by accessing or browsing the Website, you confirm that you have read, understood and agree to this privacy policy in its entirety. If you do not agree to this privacy policy in its entirety, you must not use the Website.

This privacy policy was last updated on 11 April 2016. Please check back regularly to keep informed of updates to this privacy policy.

Who we are

The Energy Industries Council is a company limited by guarantee registered in England and Wales with company number 493459, whose registered office is at 89 Albert Embankment, London SE1 7TP. References in this policy to "we" or "us" are to the Energy Industries Council.

We have notified our data processing activities with the Information Commissioner's Office and our registered number is Z4952444.

We respect your right to privacy and will only process personal information you provide to us in accordance with the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and other applicable privacy laws.

If you have any questions about how we collect, store and use personal information, or if you have any other privacy-related questions, please contact us by any of the following means:

- Phone us at: 0207 0918 600
- E-mail us at: info@the-eic.com or
- Write to us at 89 Albert Embankment, London, SE1 7TP

The personal information we collect about you

When you access and browse the Website (including when you submit personal information to us through data entry fields on the Website), we may collect the following information from you:

- Your name
- Your postal address
- Your phone, fax and e-mail details
- Your photograph
- Any dietary or access requirements you may have
- Details of an emergency contact person for you
- Information you provide to us by filling in forms on the Website
- Information about your employment, including your job title, responsibilities and activities carried out as part of your employment, and your employer's details
- Feedback or quotes given by you in relation to any event, course, exhibition, function, or delegation arranged or facilitated by us

How we may store and use your information

We (or third party data processors acting on our behalf) may collect, store and use your personal information listed above for the following purposes:

- To make the Website available to you and to provide you with content which is tailored to your individual tastes;
- To complete any bookings (including payments) you make through the Website;
- To provide you with services that you request;
- To ensure that your requirements are met at any event, course, exhibition, function or delegation booked by you;
- To check that you are eligible to attend any event, course, exhibition, function or delegation that you have booked;
- In connection with our marketing, advertising, publicity, sales or other promotional materials;
- To include information in our directories, catalogues or delegate lists, where you have provided the information for that purpose;
- Where you have given us your consent, to contact you (including by SMS and e-mail) with details of events, courses, exhibitions, functions or delegations which we think may interest you; and
- To disclose your personal information to the UK Government's Trade and Investment department and any subsequent or replacement department.

If a third party acquires all (or substantially all) of our business and/or assets, we may disclose your personal information to that third party in connection with the acquisition. We may also disclose your personal information where we are required to do so by applicable law, by a governmental body or by a law enforcement agency.

Finally, we may also collect anonymised details about visitors to the Website for the purposes of aggregate statistics or reporting purposes. However, no single individual will be identifiable from the anonymised details we collect for these purposes.

International transfers

We may transfer personal information that we collect from you to our group of companies (including to the following countries: Dubai, Kuala Lumpur, Brazil and the USA) in connection with the above purposes. Please be aware that countries which are outside the European Economic Area may not offer the same level of data protection as the United Kingdom, although our collection, storage and use of your personal data will continue to be governed by this privacy policy.

Cookies

The Website uses cookies to distinguish you from other users. This helps us to provide you with a good experience when you browse the Website and also allows us to improve the Website.

Security

Whilst we take appropriate technical and organisational measures to safeguard the personal information that you provide to us, no transmission over the Internet can ever be guaranteed secure.

Consequently, please note that we cannot guarantee the security of any personal information that you transfer over the Internet to us.

Your rights

You have the following rights:

- The right to ask us to provide you with copies of personal information that we hold about you at any time, subject to a fee specified by law (currently £10);
- The right to ask us to update and correct any out-of-date or incorrect personal information that we hold about you free of charge; and
- The right to opt out of any marketing communications that we (or any third party to whom we have disclosed your personal information with your consent) may send you.

If you wish to exercise any of the above rights, please write to us (either by post or by e-mail) at the address specified above.

Third party sites

The Website contains links to other websites operated by third parties. Please note that this privacy policy applies only to the personal information that we collect through the Website and we cannot be responsible for personal information that third parties may collect, store and use through their website. You should always read the privacy policy of each website you visit carefully.