



iCEP PRIVACY NOTICE

International Conference and Exhibition Professionals (“iCEP”, “we”, “our” “us”) is committed to protecting and respecting your privacy.

Reference to “iCEP” herein refers to International Conference and Exhibition Professionals (iCEP). The expression “iCEP” is used for convenience where references are made to iCEP in general.

We may collect your personal data which you voluntarily provide to us for the purposes of the **Malaysian Upstream Project Excellence Conference (UPEC 2023)** in accordance with the iCEP Privacy Statement, as outlined below and made available at <https://icep.com.my/privacy-statement>.

This iCEP Privacy Statement (“**Privacy Statement**”) explains what personal data we collect about you, when and why we collect it, how we use it, the conditions under which we may disclose it to others, your rights to your personal data and how we keep it secure.

This Privacy Statement covers both our online and offline collection activities, including personal data that we collect through online platforms such as websites, applications, digital events and conferences platforms, third party social networks or our online and physical events, or through other third parties that we work with.

Please read this Privacy Statement carefully to understand our views and practices regarding your personal data.

Who We Are

iCEP is an innovative solutions partner delivering total event solutions to its clients registered in Malaysia. The registered address of iCEP is Etiqa Twins, Level 27, Tower 1, 11, Jalan Pinang, 50450, Kuala Lumpur, Malaysia

Information Gathering and Usage

If you are an employee or work for iCEP, we shall provide a separate statement to inform you how your personal data is used.

Your personal data may be collected directly from you or from other sources such as our website, online platforms, digital initiatives, events and conferences, your employer or during registration and participation in any of our events and/or conferences, customers, clients, partners, service providers and identified sources such as providers of services to iCEP, their counterparties and representatives, your employer’s social network information, publicly available records, or any other third parties that we work with.

If you are an existing vendor of ours, or a representative of an existing customer of ours, further details about how we use your personal data are set out in your/ your employer’s contract with us. We may provide further notices to you at the point we collect your personal data, which will highlight any further information relating to our use of that personal data, and, where applicable, provide you with the ability to opt in or out of selected uses.

A. Types of Personal Data Collected and How We Collect It

We will collect and process all or some of the personal data as follows.

- (i) Personal data that you provide to us, such as when using our contact and registration form or when you interact with us in any kind of form.



We may collect current and historical personal data including your name (including any prefix or title), contact information (such as your address, email address, telephone number, nationality, identification number such as passport number, organization, business interest, employment, position held), social media identifiers, photographs, pictures, video, voice recordings, financial information (such as billing address, bank account and payment information) and enquiry or complaint details and such other information depending on the nature of the business relationship or any dealings you have with iCEP.

(ii) Visitors to any of our events

When you visit our events, we may collect and process your personal data in connection with your visit. Such personal data will include your contact information (such as name, address, email address and telephone number), identification information (such as national identification number, passport identification number or driver's license information), business information such as name of organization, reason for visit, date and time of visit, biometric and facial recognition and access limitations.

Additionally, your image may be captured via photographs or videos taken by us or our representatives when you attend any of our events.

During a health crisis or disease outbreak we may collect Special Category Data on your health and physical condition, health condition of individuals in your household, results of your health assessment, quarantine, and hospitalization information and any other information required or recommended to be held in connection with control or management of such health crisis or disease outbreak.

B. The Purposes for Collection of Personal Data

We may use personal data that we obtain for any of the following purposes:

(i) To carry out, arrange, organise and update the attendees/participants of the Conference.

To communicate accordingly and provide attendees/participants of the Conference with updates including facilitating and arranging your participation in the Conference. The personal data will be (amongst others) used for the following purposes: -

- a. Registration of attendees/participants for the Conference; and
- b. Invitation of attendees/participants to business meetings, receptions and any other formal activity during the Event; and

Notes:

- Item a* - We shall process your personal data for the purpose(s) stated.
- Item b* - We may use your personal data for the abovementioned purposes for our future events upon obtaining relevant consent from attendees/participants.

(ii) To carry out due diligence or Know Your Counterparty screening activities

To carry out due diligence assessment prior to entering into any relationship with us (including but not limited to for payment purposes), in accordance with legal and regulatory obligations or risk management procedures that may be required by law or may have been put in place by us.



(iii) To monitor certain activities

To monitor queries and transactions to ensure compliance with procedures and to combat fraud and to process any payments related to your commercial transaction with us.

(iv) In connection with legal or regulatory obligations

We may process your personal data to comply with our regulatory requirements or dialogue with regulators as applicable which may include disclosing your personal data to third parties, the court service and/or regulators or law enforcement agencies in connection with enquiries, proceedings or investigations by such parties anywhere in the world or where compelled to do so. Where permitted, we will generally direct any such request to you or notify you before responding unless to do so would prejudice the prevention or detection of a crime.

(v) Other circumstances

In other circumstances, such purposes that are necessary or directly related to your relationship with us or where it is permitted under the applicable laws.

Where we collect personal data from you, we will only do so for fulfilment of the purposes set out above. Failure to provide your personal data may mean that we are not able to effectively provide you with our products and/or services or to carry out any of the above-mentioned purposes, if at all.

C. Processing Your Personal Data, and Obtaining Your Consent

Where we rely on your consent for processing your personal data, you may withdraw your previous consent to this processing at any time, by contacting us by using the contact details below. Please note, however, that withdrawing your consent will not affect the lawfulness of processing based on your previous consent (prior to withdrawal).

There may be instances where we process your personal data for our legitimate interests or on the basis of other lawful grounds (i.e., because we have established a relationship with you and need to process your personal data in order to provide you with the information you have requested), without having obtained your consent – this applies where our processing activities are governed by the applicable laws of certain jurisdictions in which we operate that do not require consent to have been obtained where there are legitimate and/or other lawful grounds to process the relevant personal data.

We do not seek your consent in such cases largely so that we can provide you with services in an efficient way (or where in some cases it might not be possible for us to seek your consent because we *must* process personal data, for example, for the detection of fraud). Before processing your personal data, we will consider your rights and freedoms and will only commence such processing where we do not think your rights will be infringed.

The collection of your personal data by us may be mandatory or voluntary in nature depending on the purposes for which your personal data is collected. Where it is mandatory for you to provide us with your personal data, and you fail or choose not to provide us with such data, or do not consent to the above or this Privacy Statement, we will not be able to deal with you.

(i) Why we ask for your consent

We are committed to protecting the privacy of all personal data that you provide to us for this Conference. The following statements describes what we are doing with your data and how long we store it, so that you are fully informed prior to submitting your personal information for this Conference.



(ii) Data Controller Contact

International Conference & Exhibition Professionals (“iCEP”)

upec@icep.com.my

(iii) Why are we processing your personal data?

We ask for your personal data to facilitate your registration and participation for this Conference. Your data may be shared with other organisations and third parties in order to process your registration.

(iv) How long will we store your personal data?

We will store your personal data for no longer than is necessary for the purposes for which it was collected or provided to us (unless a legal or insurance obligation requires us to keep it for longer period such as operational, legal, regulatory, tax or accounting requirements).

We may use personal data that we obtain for any of the following purposes stated in this Privacy Statement.

D. Information Sharing

We may share the personal data that you provide to us to other entities in iCEP for the purposes described in this Privacy Statement. Such affiliates may be located in a jurisdiction that may not provide a level of protection equivalent to that provided by the laws of your home country. Where such transfers occur, iCEP will reasonably protect personal data and address data privacy and other privacy requirements in accordance with applicable laws.

Information may also be shared with our service providers or third parties, in each case to the extent necessary for the purposes described in this Privacy Statement. Such third-party who we reasonably believe need to have access to your information to provide you with the information or services you request from us may include:

- (i) Our approved sub-contractors, event owners, business partners, suppliers, sponsors, third-party service providers, knowledge partners or other third-party organizations providing administrative, IT or other services to **iCEP**.
- (ii) Third parties in connection with the transfer of all or any part of our business or assets;
- (iii) Our auditors, consultants, lawyers, accountants or other financial or professional advisers appointed in connection with our business on a strictly confidential basis, appointed by us to provide services to us;
- (iv) Any party in relation to legal proceedings or prospective legal proceedings; or
- (v) Government agencies, law enforcement agencies, courts, tribunals, regulatory/professional bodies, industry regulators, ministries, and/or statutory agencies or bodies, offices or municipality in any jurisdiction, if required or authorized to do so, to satisfy any applicable law, regulation, order or judgment of a court or tribunal or queries from the relevant authorities.



We will not otherwise use, share, disseminate, publish or disclose your personal data except as may be required in response to litigation, investigations or other legally required disclosures or to protect our rights, property or safety or of our customers, or others.

E. Where We Store Your Personal Data

All information you provide to us is stored securely physically, on our secure servers or on the servers of third-party IT service providers. We maintain appropriate administrative, technical and physical safeguards to protect against loss, misuse or unauthorized access, disclosure, alteration or destruction of the personal data you provide to us in accordance with applicable laws.

We may transfer your personal data to, or store it in, a destination outside of the jurisdiction of the entity to which you provided it. This is because iCEP is a global business, with operations located in various jurisdictions, which uses third-party service providers based in a number of locations worldwide.

Where we have to transfer your personal data to third countries, we will use appropriate approved safeguards in accordance with applicable laws.

F. Your Rights to Your Personal Data

Please note that you have the following rights:

- (i) **Access.** You may contact us at any time in order to request access to the personal data we hold about you. We will confirm whether we are processing your personal data, provide details of the categories of personal data concerned and the reasons for our processing. We can also provide you with a copy of your personal data on request though we will have to be mindful of the rights of others within any relevant records when doing so.
- (ii) **Rectification.** You can ask us to correct or complete your personal data by contacting us at any time. To the extent reasonably possible, we will inform anyone who has received your personal data of any corrections we make to it.
- (iii) **Restriction.** In certain circumstances, it may be possible to require us to limit the way in which we process your personal data (i.e., require us to continue to store your personal data, but not otherwise process it without your consent).
- (iv) **Erasure.** You may ask to have the information on your account deleted or removed, in certain circumstances. We will try to do so promptly, and, to the extent reasonably possible, we will inform anyone who has received your personal data of your request. However, we must keep track of certain transaction information, such as past purchases and similar information, for legal or tax compliance purposes, to satisfy insurance obligations or in the event of legal claims, so we may not be able to fully delete your information in certain circumstances.
- (v) **Receiving/transferring your personal data.** In certain circumstances (where we process your data based on consent or pursuant to a contract with you, and the processing is carried out by automated means), you may ask us to send you the personal data we hold on you in an electronic, structured and user-friendly format, or you may ask us to send this data to another entity.
- (vi) **Object.** Where we are processing your personal data without your consent to pursue our legitimate interests, you may object to us processing your personal data. Where we are using your personal data to contact you for marketing purposes, you may object to such processing at any time.



- (vii) Automated decision-making. You have the right to be informed of any automated decision-making, including profiling, used in connection with your personal data, and we will provide information about the logic we apply, as well as the significance and consequences of such processing.
- (viii) Complaints. You have the right to lodge a complaint with the relevant data protection supervisory authority in the country where you are based or any place where you believe an infringement of your personal data has occurred. We encourage you to contact us before making such complaint to the relevant authorities, so that we can try to resolve any concerns you have.

G. Security

We have security measures in place to help protect against the loss, misuse and alteration of the information under our control. While we cannot guarantee that loss, misuse or alteration to data will not occur, we ensure that our systems adhere to market security standard so as to help safeguard against such occurrences.

H. Contact Details

If you have any questions, comments or request regarding this Privacy Statement or your personal data, or if you wish to contact a data protection officer for any of companies within our group, you may reach out to us at upec@icep.com.my