



**AudioVisual**  
conference automation

## Privacy Statement

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Your privacy is very important to MVI AudioVisual. We therefore see it as our responsibility to protect your privacy. This page contains information about the data we collect when you use our conference systems, why we collect it, and how we use it to improve your experience.

As a user of MVI AudioVisual software, you are entitled to a proper protection of your personal data. In its policy, MVI AudioVisual the principle that the use of personal data should be minimised as a starting point and applies strict standards for safeguarding the privacy for any data that is used.

In this statement you can read how MVI AudioVisual has organised this privacy protection.

### **Data processing**

MVI AudioVisual works from the principle of data minimisation for personal data. Our products can also work optimally without the use of personal data. Where personal data is used, this will mainly be filled in by the end user / host / end customer for ease of use.

The following data is processed in or for our MVI EasyConf Connect software solution:

1. The fields 'Client Name' and 'Client Location' in which the name of a person may be filled in, which is stored on the local MVI server at the host/client location and the MVI software server in the Netherlands.
2. Email address, first name, surname prefix, surname, meeting name, host name and personalised text for inviting a user. This data is stored on the local MVI server at the host/client location and sent once-only through MVI AudioVisual's email server in the Netherlands to the mailbox of the user (wherever this is hosted, within Europe or otherwise).
3. In addition, title, country, group / political party have been stored on the local MVI server at the host/client location.
4. Audio and visual materials are communicated through a data centre contracted by MVI which is located in the country of the user – or else by a data centre contracted by MVI which is located in the Netherlands – from/to the MVI server at the host/client location.

This personal data is always recorded by your host / company / organisation / inviting party and never filled in by MVI AudioVisual. MVI AudioVisual does not have access to this data. Via the cloud data centre (in the relevant country if we have a data centre there, in the Netherlands if this is not the case) the meeting is transmitted with this data, which will not be saved. Here as well, MVI AudioVisual does not have access to this data.

Access to the meeting is facilitated by means of a general link. No personal credentials/user names are required for access; these cannot be traced in the link either.

The following data is processed in our client portal on our website [www.mvi-audiovisual.com](http://www.mvi-audiovisual.com):

- User name, nickname and display name, for which the name of a person may be used that will be included in the database;
- User email and password as part of the login credentials of the user.

### **Purpose(s) of the use of your data**

Here we would like to explain for each component the purpose of the data that is collected.

#### ***MVI EasyConf Connect software solution***

1. 'Client Name' and 'Client Location' are sometimes useful for denominating the administrator involved and linking this administrator to the right licence / user profile on our MVI software server in the Netherlands.

2. Email address, first name, surname prefix, surname, meeting name, host name and personalised text for inviting a user. This data is personalised for inviting a user to a 'meeting space'.
3. The data on the local MVI server at the host / client location about the meeting and the personal data of invited users is necessary / useful for providing the host with information about the meeting and the users invited to this meeting.
4. The audio and visual materials are processed in order to implement the desired form of communication.

#### ***Client portal on our website [www.mvi-audiovisual.com](http://www.mvi-audiovisual.com)***

- User name, nickname and display name are useful for generating unique login accounts so that users will be directed to their own data;
- User email and password are important for ensuring a safe and personal login to the user's own meetings.

#### **How do we safeguard your privacy?**

MVI AudioVisual takes the Dutch and European legislation and regulations as a starting point for the proper processing of the data and safeguarding the privacy.

The privacy is safeguarded by data minimisation and technical and organisational measures. Here you can think of secure data communication lines, restriction of online data where local information is sufficient, and no online storage / retention of privacy-sensitive data.

In concrete terms, we can say the following:

1. Data is not required by MVI AudioVisual as input fields for keeping the system up to date. If a name is filled in, this will only be stored on the local MVI server and if an MVI software server in the Netherlands is used, the name will also be communicated to this server.
2. Data is not required by MVI AudioVisual as input fields for enabling the system to work properly and for inviting users. This data can be filled in by the host as desired and is only stored on the secure local MVI server on the host / client location and once-only sent through a secure email server of MVI AudioVisual in the Netherlands / email server of the end customer to a mailbox of the user.
3. The local MVI server at the host / client location is properly secured and keeps its data local, meaning that data such as name, title, country, group / political party and email address is not processed online.
4. Secure and encrypted connections, if the meeting is stored, this will be done locally on the MVI server at the client location, no communication in countries other than the 'host' country and possibly the country in which the external user is. No use – and therefore no processing – of personal credentials, but only a non-personal hyperlink that provides access to a meeting.

#### **Processor and database management**

Under European legislation, data centres qualify as processors. The technical security of individual data in accordance with the General Data Protection Regulation (GDPR) is provided by diverse suppliers. Among other things, this means that:

- the database with the data of data subjects has been included in the register of processing operations at the provider MVI AudioVisual;
- participants can also use our services without personal data;
- the data centre(s) is/are ISO 27001-certified;
- the management system of MVI AudioVisual meets the requirements of the ISO 27001 standard;
- the database is audited at regular intervals to ensure compliance with the latest legislation and security guidelines.

### **The individual is the owner of the data**

You are yourself the owner of the collected personal data and have all rights as set out in European legislation ([http://ec.europa.eu/justice/data-protection/individuals/rights/index\\_en.htm](http://ec.europa.eu/justice/data-protection/individuals/rights/index_en.htm)).

The following has been arranged for this:

- Data is not processed without your consent. This means that we will not collect any data if you have not given us your consent for this by ticking the "I agree to the privacy statement" box in the login screen before using our product;
- Data is treated confidentially under an obligation of confidentiality;
- You can alter your personal data at any time on your personal portal on the MVI website if you have registered there, or exercise other rights with regard to your personal data;
- At your request, we will anonymise your personal data or remove it from our database;
- You can change your name and email address yourself at any time;
- In the event of incidents with regard to the processing of your personal data, the obligation to report data breaches applies (<https://autoriteitpersoonsgegevens.nl/nl/melden/meldplicht-datalekken>). You can submit a report through [IB@mvi-audiovisual.com](mailto:IB@mvi-audiovisual.com)

### **Complaints procedure**

In the unhoped-for event that you as a data subject feel that MVI AudioVisual and/or one of our data centres does not comply with this privacy statement, please contact us via [IB@mvi-audiovisual.com](mailto:IB@mvi-audiovisual.com). If you are not satisfied with our response, you can contact the Dutch Data Protection Authority, <https://autoriteitpersoonsgegevens.nl/en>

### **Subject to alteration**

MVI AudioVisual reserves the right to amend this privacy statement at any time. If we do this, we will always inform you, as a user, of amendments to this privacy statement and ask you to confirm them before we will implement / use the amendments.

### **Questions and feedback**

We regularly check our own compliance with this privacy policy. If you have any questions or complaints about this privacy policy, please contact us using the following details. If you feel that we have not provided an adequate response, you have the right to submit a complaint to the Dutch Data Protection Authority (see above).

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