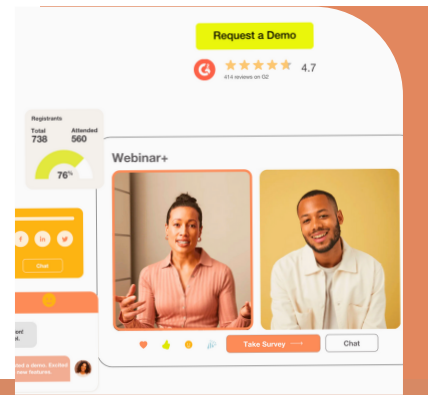




# HUBILO PRIVACY COMPLIANCE

SEPTEMBER | 2023



Security and privacy are coded into Hubilo's DNA, so you can rest easy with a truly secure hybrid event platform

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At Hubilo, we are unwavering in our dedication to safeguarding the privacy and security of personal data of our customers, partners, and stakeholders entrusted to us. This commitment is integral to our core values and is reflected in every aspect of our operations. We recognize the importance of maintaining the highest standards of data protection and information security and pledge to adhere to it. This Privacy and Security Compliance document outlines our commitment to adhering to best practices, industry standards, and relevant laws and regulations to protect your data and ensure the security of our systems.

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# Privacy

## Applicable Data Protection Laws



1. Hubilo has Identified the relevant data protection laws and regulations that apply to processing of personal data in our organization.
2. The regulations include, but are not limited to the following:
  - a. GDPR (General Data Protection Regulation),
  - b. CCPA (California Consumer Privacy Act),
  - c. UK GDPR, and others depending on your industry and geographic location.

## Consent Management



1. Hubilo has ensured, implemented and integrated in its platform consent mechanisms to obtain explicit consent from event attendees for data processing activities, especially for sensitive data and marketing purposes.
2. Additionally Hubilo has automated the system of using consent management from cookies and the demo request from by using privacy automation tools.

## Security Measures



Hubilo Implements robust security measures to protect personal data from unauthorized access, breaches, or leaks. This includes encryption, access controls, and regular security audits. Some security measures are enlisted below

1. Hubilo Data Breach Management Policy and procedure, notification procedures and threat intelligence mechanisms and technical vulnerability management are few exercises to improve incident response capabilities.
2. SOC 2 Type II (application-specific), ISO 27001:2013, and 27701:2019
3. Encryption of data at rest and in transit, including specialized encryption for certain highly sensitive data
4. Regular training of all employees regarding data security and protection and specialized role based training for data protection and privacy for specific departments dealing with large amounts of personal data
5. Implementation of automated security compliance tools
6. Conducting regular penetration testing of data security
7. Access management and Vendor risk assessments
8. Data Privacy Incident Management

## Lawfulness, fairness, and transparency



1. Granular Consent with the ability to opt out
2. Cookie consent opt- in and opt-out along with maintenance of consent ledger in automation tool
3. Information security policy and compliance available to public at [Hubilo security and compliance](#).
4. [Hubilo Privacy Policy](#) reviewed on a regular basis and intimated to concerned stakeholders
5. Lawful basis for processing, retention period, categories of personal data collected are detailed in [Hubilo Privacy Policy](#).
6. Customization available for customers to add their own privacy policy for events
7. Publicly available list of all out [third party processors](#)

## International Data Transfers



1. Hubilo implements European Commission-approved Standard Contractual Clauses
2. Hubilo data Servers in Europe region

## Accountability



1. Contact details of Data Protection Officer (DPO) and Hubilo available in [Hubilo Privacy Policy](#)
2. Review and implementation of [DPA's, SCC's](#)
3. Data retention and disposal documented and regularly updated by IT-Infosec
4. Implementation of privacy by design and default by Hubilo product management
5. Top Management involved in major decision making and policy review and approvals
6. Customer Experience Management and support to Customers for Data Subject Access Rights and processing of personal data during an event
7. Sales - Understanding GDPR and Hubilo's compliance needs
8. Marketing - Controller responsibly in data protection and privacy, e-privacy regulations and marketing regulations per country pertaining to data privacy and protection
9. Finance - special focus on handling How financial data and secure information transfer
10. Legal - Management and documentation of appropriate NDA clauses, [Agreements](#) that address privacy and security of the platform

**Data Subject Rights**



1. Dedicated section in [Hubilo Privacy Policy](#) to process requests for access, editing, portability and anonymization via populating a [form](#).
2. Automated processes to comply with customer requests within a 30 days
3. Opt-in and opt-out mails by marketing
4. Multiple Hubilo contact information for easy communication

**Data Quality, minimisation, limitation**



1. Data map created and updated for product and process
2. Maintenance of Data Inventory
3. We assess the security practices of third-party vendors and service providers
4. Customised integration for customers on Hubilo platform
5. Capability to comply with customer data minimization requirements and deletion

**Audit and Compliance Monitoring**



1. Hubilo regularly maintains all security and privacy certifications which are available to all stakeholders on [Hubilo website](#)
2. Conducting regular internal security audits and assessments to identify vulnerabilities and take corrective actions.
3. Regularly reviewing and enhancing our data protection and security practices to stay up-to-date with evolving threats and regulatory changes.