

Privacy Statement

We are committed to secure and trustworthy Internet commerce and to the individual's right to privacy. This document applies to this website. Data protection in MeetingSphere Meeting Centers is covered in their respective Terms & Conditions.

Consent

By using this website, you consent to the collection and use of the information as described here. For the collection of personally identifiable information, we ask for your explicit consent. If we decide to make changes to this privacy policy, we will post them here.

Use and Purpose of Collected Personal Data

We only collect your information for the purposes given here and we will always tell you what it is for. For instance, when you volunteer your name or email, the form requesting that information will clearly say whether this is for supplying you with a trial or regular subscription, or for responding to a request for information, or to include you in our regular marketing communication.

Who Controls Your Data

MeetingSphere Inc is an American company and our website is hosted in the US (AWS Virginia). Since we also operate in the European Union, we use 'Amazon Web Services' as our infrastructure service provider who is certified for compliance with the [EU-US Privacy Shield](#).

The data controller for European users under the GDPR of the European Union is MeetingSphere GmbH, a limited liability company registered in Hamburg HRB 153862 with offices at Efttingestrasse 28, 22041 Hamburg, Germany.

We bind our employees to observe your privacy and confidentiality rights and comply with national Data Protection regulations and the General Data Protection Regulation of the European Union.

We do not share your information with 3rd parties unless required by applicable law and do not move it to locations not listed here.

Your Right to Information, Deletion and Opt out

If you want to know which information we hold on you, just ask under privacy@meetingsphere.com.

We will remove you directly from email lists when you unsubscribe or tell us to delete you from that list.

We will delete your information when you ask us to, except where we need to keep that information on record by law. For instance, we must store invoices and confirmations regarding your subscriptions for 7 years according to US accounting standards and for 10 years in Germany.

Online Security

We support secure online communication using secure server and network technology not just because it is legally required but because we want your experience of our website to be simple and safe.

IP addresses

We use IP addresses to help diagnose problems, to administer our web sites, and to gather demographic information. When you visit our sites, we recognize only your domain and not your name or email address.

Security log

To secure our web servers and your data, we log the IP addresses from which a server is accessed in its security log. We guard these logs closely and do not use them logs for the profiling of users or their activity or any purpose other than security. Should it be necessary in the course of security investigations to identify the user behind a dynamic IP address, we will approach the relevant Internet service providers for that information only following due process through the prescribed legal channels.

Geo location

To serve you in the right currency and place your trial in the appropriate data center (Ireland or Virginia) we match your IP address against a geo-location database which tells us the country (for US customers, also State) you connect from. We use this information only for configuring our website just-in-time. We do not log or store location data.

Lead Forensics

Contained within our website is a tracking code provided by Lead Forensics. This code enables Lead Forensics to track activity on the website and provide us with information on the IP address of the requesting computer, the date and duration of the user's visit, and the web pages which the user visits.

The Lead Forensics tool uses IP tracking for identifying businesses and is not the same as cookies. The Lead Forensics tracking code only provides information that is readily available in the public domain. It does not, and cannot, provide individual, personal or sensitive data regarding who has visited our website. It provides information on what companies have visited our website by identifying them from their IP address. This data may be used by us to contact the business about their experience or for marketing purposes. We will not pass this data to third parties for any reason. More information can be found at www.leadforensics.com.

Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. ('Google'). Google Analytics uses 'cookies', which are text files saved on your computer, to help the website analyze how you use the site. The information generated by the cookie about your use of the website will be transmitted to and stored by Google on servers in the United States. If this website anonymizes IP addresses, your IP address will be truncated by Google within an EU member state or other EEA state before being transmitted to the US. Only in exceptional situations will your full IP address be transmitted to Google servers in the United States and truncated there. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. You can also prevent Google from collecting information (including your IP address) via cookies and processing this information by downloading this browser plugin and installing it: <http://tools.google.com/dlpage/gaoptout>

You can prevent data collection via Google Analytics by clicking [here](#). An "Opt-out Cookie" shall then be applied for this website which shall prevent any future collection of your data when visiting this website. Note that if you delete this 'cookie' you'll need to set it again.

Further information concerning the terms and conditions of use and data privacy can be found at the [Google Analytics Terms of Service](#) or at the [Google Analytics Privacy Overview](#). Please note that on this website,

Google Analytics is supplemented by "gat._anonymizeIp();" to ensure anonymized collection of IP addresses (IP masking).

Email addresses

If you choose to give us your email address when taking out a subscription or asking for information or support, we will communicate with you regarding those matters via email. We will include you in general marketing communication only if you give us your email for that purpose.

We do not share email addresses with anyone. You can choose not to receive any more email at any time. This does not apply to email that is required for conducting ongoing business with you.

Payment information

When you buy a subscription, our website will present forms that collect your financial information, such as your banking details or credit card numbers. The information collected by these forms is not stored – not even temporarily – on our systems but on the systems of our certified payment provider Stripe. Again: Your financial information is not stored on MeetingSphere systems.

Enquiries

If you have any questions about this privacy statement – if, for example, you wish to inspect or update the information we hold about you –contact us at privacy@meetingsphere.com.