

Employee registration of the IST Sales Event 2025

Privacy Notice

Last version: December 9, 2024

This IST Sales Event Data Processing Notice ("Notice") explains the practices of IDEMIA Secure transactions, we as responsible controller regarding the processing of Personal Data (as defined in section 2 below) in the context of an employee registration to attend the 2025 IST Sales event that will take place from February 3 to 5, in H4 Hotel Wyndham Paris Pleyel Resort in Paris region, France. This Notice only applies to the extent that the Employee personal data are subject to the EU General Data Protection Regulation, the Swiss Federal Data Protection Act or the UK-GDPR (collectively, "GDPR"). For more information about how your employer processes your personal data in general, please review your employee privacy notice or contact your HR department.

1. Employee registration

IDEMIA Secure Transaction is conducting this IST Sales Event and the registration and participation of the employee is voluntary depending on the employee ability to attend the IST sales event.

The data processor is Service Scan-Match/Captag. We instructed Scan-Match/Captag who contracts directly with us, to operate the employee registration to the IST Sales event as a data processor on our behalf. The data are kept for two (2) months after the event.

2. Data Subjects / Personal Data

The data subjects are employees of IDEMIA Secure Transactions.

The categories of data we collect include:

- Name, gender, contact information, and other identifiers, such as first name, last name, mobile phone and email address.
- Other demographic or statistical information, such as passport number, nationality, and location, to provide the employee with an invitation letter from IST for their visa application.
- Information about transportation details for attending the 2025 sales event and food restrictions.

3. Purposes / Legal Basis

Depending on the processing activity, the legal basis will be carrying out the employment contract, legitimate interests, or consent.

IST may rely on legitimate interests to organise the IST Sales event to ensure we have all needed information to confirm and organize your attendance to the IST sales event 2025, your arrival and departure details and your stay at the H4 hotel Wyndham Paris Pleyel Resort during the event. Your answers will be combined with the answers of your colleagues.

4. Recipients and cross border data transfers

Scan-Match/Captag operates globally, but no personal data will be shared with third parties for this project.

Additionally, our Service Provider (Scan Match/Captag) may share your responses with us for the purpose of organizing the 2025 Sales Event.

We do not sell personal data.

5. Automated Decision-Making

Neither IST nor Scan-Match/Captag acting as its processor engages in any automated decision-making in relation to the employee registration for the 2025 Sales Event.

The questionnaire is designed to collect and manage employee information related to their attendance, travel plans, and stay at the H4 Hotel. It is used for organizational purposes, including logistical planning for the event. While the survey may identify trends in responses (such as common travel preferences or accommodation needs), it does not involve automated decision-making regarding individual employees' travel arrangements, accommodations, or attendance.

The tool used to process the survey data helps organize and report responses, but it does not make decisions about employees or their participation. It is used solely to support the efficient planning and coordination of the event.

6. Retention Period

The collected personal data is stored by IST.

The personal data will be kept for 2 months after the event. After this period, the personal data is removed from the system of our data processor without undue delay, following the end of the processing activities that gave rise to the engagement of the data processor.

7. Questions / Your Rights

To exercise your rights or if you have any questions with regard to this IST SALES event registration for your own personal data, please contact your local dpo or write to dpo@idemia.com.

The contact details of our data protection officer or representative are set out in our corporate website.

Where the legal basis for processing is consent, you can withdraw your consent at any time with future effect. Such a withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal.

The rights afforded to you will depend on the jurisdiction where you are located. If you are in the European Union, the General Data Protection Regulation (GDPR) will apply and you are afforded the following rights:

- **Right of access:** You may have the right to obtain from us confirmation as to whether or not Personal Data concerning you is processed, and, where that is the case, to request access to the Personal Data. The access information includes - inter alia - the purposes of the processing, the categories of Personal Data concerned, and the recipients or categories of recipients to whom the Personal Data have been or will be disclosed. You may have the right to obtain a copy of the Personal Data undergoing processing. However, this is not an absolute right and the interests of other individuals or statutory provisions may restrict your right of access.
- **Right to rectification:** You may have the right to obtain the rectification of inaccurate Personal Data concerning you. Depending on the purposes of the processing, you may have the right to have incomplete Personal Data completed, including by means of providing a supplementary statement.
- **Right to erasure ("right to be forgotten"):** Under certain circumstances, you may have the right to obtain from us the erasure of Personal Data concerning you and we may be obliged to erase such Personal Data. The right to erasure does e.g. not apply, if the processing is necessary for the establishment, exercise or defense of legal claims. Further, the right to erasure is limited pursuant to statutory provisions.
- **Right to restriction of processing:** Under certain circumstances, you may have the right to obtain from us restriction of processing your Personal Data. In this case, the respective data will be marked and may only be processed by us for certain purposes.
- **Right to data portability:** Under certain circumstances, you may have the right to receive the Personal Data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and you may have the right to transmit those data to another entity without hindrance from us.
- **Right to object:** Under certain circumstances, you may have the right to object, on grounds relating to your particular situation, at any time to the processing of your Personal Data by us and we can be required to no longer process your Personal Data.
- You also have the right to lodge a complaint with a data protection supervisory authority.

for its proper functioning