

WORLD SPACE BUSINESS WEEK 2025

PRIVACY POLICY

This Policy describes how your data will be collected and used in relation to the following website:

<https://colloquium.idloom.events/world-space-business-week-2025>

This allows you to register for the "World Space Business Week 2025" event (hereafter referred to as "the event"), and the associated services.

We explain in this Privacy Policy how personal data will be processed for the event by the following partners:

NOVASPACE SAS
47 rue Louis Blanc, 92400, Courbevoie, France
French company SIRET : 327 698 965 00057

COLLOQUIUM BRUSSELS
54 avenue Hermann-Debroux, 1160 Brussels
(18 rue de Londres, 75009 Paris, France)
Belgian Company Enterprise (BCE) Number: 0462 336 048

Novaspace (the Data Controller) are the organizer of World Space Business Week 2025 and have entered into a contract with COLLOQUIUM (the Data Processor), who are an agency performing a service for Novaspace. COLLOQUIUM are delivering the registration platform and focus on client relationships, whilst their suppliers (i.e. sub-processors) will support with the processing of personal data.

Introduction

The World Space Business Week 2025 is the leading global business space event which brings together decision makers under the same roof for a week of deal-making and intense discussions shaping the future of the industry. Attendees have the unique opportunity to participate in the summit both in-person and online.

Categories of Collected Data

In the scope of our services, we collect the following categories of personal data:

- Your first name, last name, and marital status.
- Your email address, phone number, and postal address.
- If applicable, the email address of the person to be copied.
- Your socio-professional category.
- If applicable, your image (surveillance videos, recorded conferences, photos).
- Information obtained through the use of cookies.
- Your IP address, login data, browser type and version, and other technical connection data.

The provision of data marked with an asterisk (*) on the data collection forms is mandatory and necessary to process your registration request for the event. Failure to provide this data may result in us being unable to consider your registration request.

In addition to the above information, we also collect information that you willingly provide to us or

that we collect in our legitimate interest or within the scope of our legal obligations.

Processing Purposes

We primarily process your personal data for the organization and marketing of the event by Novaspace and suppliers of Colloquium (please see more details below). This includes the registration process for the World Space Business Week event and printing delegate labels onsite.

Nature of Processing

The nature of operations performed on your personal data, depending on the services we are responsible for, includes:

- Managing registration and participation in the event.
- Creating participant databases for the event.
- Badge printing.
- Managing attendance certificates, various certificates, invitation letters.
- Generating post-event statistics.
- Creating a database of scientific contributors for the event.
- Notifying selected or rejected contributors.
- Registering selected contributors for the event.
- Creating a database of scientific contributors for managing their transportation reimbursement.
- Creating the scientific program of the event.
- Creating contact databases in the customer relationship management software for managing the event's commercial activities.
- Building a sponsor database.
- Marketing the event to sponsors and partners.
- Monitoring event billing.
- Contacting you if necessary to supply information on Novaspace summits/organization details
- Managing your requests to exercise your rights, claims, and disputes.
- Fulfilling our legal obligations, complying with applicable laws and regulations, and responding to legitimate requests from competent law enforcement authorities.
- Any other operation necessary within the framework of the organization and marketing of the event.

This list is as comprehensive as possible. Any new purpose, modification, or deletion of an existing processing activity will be communicated to clients and prospects through an update of this privacy policy. Please check this notice regularly for any updates or changes.

Legal Basis for Data Processing

The legal bases for processing your personal data are as follows:

- Your consent to the processing of your personal data (e.g. sending newsletters, contact requests, communication of offers and news).
- Performance of a contract, including the general terms and conditions for the (e.g., event registration).
- Processing necessary for the purposes of our legitimate interests (e.g., handling complaints

and claims to ensure our defense, billing follow-up).

Data Sources

Personal data relating to participants, exhibitors, and prospects is generally collected directly from the individual when information is provided as part of the online registration form or via telephone/email when corresponding with either Novaspace or COLLOQUIUM. Please note that information submitted via the online registration platform is shared directly with IDLOOM.

Indirect collection may also occur via data sharing with event partners, including:

- The event organizer, Novaspace, to process information relating to members, prospective delegates, event participants, website user files (such as IP address, login data, and other technical connection data), etc.
- Partners and suppliers of COLLOQUIUM (platform developer and IT support) involved in the organization of the event, including IDILOOM (registration platform) and Openslide (delegate badges).
- The employers of the individuals concerned.

Data Recipients

Your personal data is disclosed to:

Internal individuals:

- Authorized employees of Novaspace, COLLOQUIUM, and affiliated companies who are involved in enabling your participation in the event. These individuals will only process your data for the purposes mentioned above and are bound by confidentiality obligations.

External individuals:

- COLLOQUIUM (Data processor for registration platform)
18 rue de Londres, 75009 Paris, France
Belgian Company Enterprise (BCE) Number: 0462 336 048
- [IDLOOM](#) (sub-processor for registration platform)
Drève Richelle 161L, 1410 Waterloo, Belgium
Belgian Company Enterprise (BCE) Number: 0639 967 792
- SWAPCARD (Data Processor for event online account)
Chez Spaces Bonne Nouvelle, 17 - 21 Rue Saint Fiacre, 75002 Paris, France
French company 790 356 760
- OPENSIDE (Data Processor for delegate badges)
15 avenue Jacques Jezequel, 92170 Vanves, France
French company SIRET : 509 757 886 00049
- Authorized external personnel from supervisory bodies may also have access to the data (e.g., auditors).

All these third parties to whom we may disclose your personal data are required to ensure

appropriate technical and organizational security measures are in place to protect your information. Please note we have highlighted the data protection relationship of each partner as within the meanings set out on the General Data Protection Regulation (“GDPR”) (Regulation 2016/679 of the European Parliament.

Furthermore, your personal data may be disclosed to:

- Authorities in the countries hosting the event or the participants' countries of origin, in accordance with legal requirements.
- Local or national administrative or judicial authorities, if required by law.

In this case, all the partners named within this Privacy Policy will ensure appropriate security measures are in place to protect data (as per GDPR requirements) and justify the data sharing. However, we are not responsible for the conditions under which the personal data will be processed after the sharing has taken place..

Duration of data retention

We retain your personal data for as long as necessary to fulfill the purpose for which they were collected or as long as the law requires us to retain them.

They are kept for varying periods of time depending on the processing, namely:

PROCESSING	DATA RETENTION PERIOD
Data related to participants or exhibitors at the event	During the period of contractual relationships, specifically during the duration of the event, plus an additional 3 years for prospecting purposes, without prejudice to retention obligations or statutory limitations.
Data related to prospects	3 years from the date of collection, or the last contact initiated by the prospect, or until the individual objects to such processing.
Technical data	1 year
Banking data	Deleted once the transaction is completed. If there is a dispute regarding the transaction, the information is retained for 13 months in archival storage following the debit date.
Anti-money laundering	5 years
Accounting documents (invoices, booking receipts)	10 years

Once the specified time limits have elapsed, the data is either deleted or retained after being anonymized, particularly for statistical purposes. They may be retained in the event of pre-litigation or litigation.

Data security

All partners take appropriate and necessary technical and organizational measures to protect your personal data against unauthorized or accidental destruction, manipulation, loss, disclosure, or unauthorized access.

Your Rights

As an individual whose personal data is being processed, you have the following rights that allow you to maintain control over information about you:

- Right to object: You can object, for legitimate reasons, to being included in our files; you can also object to the dissemination, transmission, or retention of data concerning you.
- Right of access: You can request a copy of the information we hold about you to verify its content.
- Right to rectification: You can request the correction of inaccurate or incomplete information concerning you.
- Right to erasure: You have the right to request the erasure of personal data concerning you.
- Right to restriction: You have the right to request the temporary freezing of the use of certain of your data.
- Right to data portability: You can request to retrieve your personal data that we hold about you for personal use or to transmit it to a third party of your choice.
- Right to lodge a complaint with a supervisory authority if you believe that our processing of your personal data violates applicable data protection laws. The supervisory authority in France is the National Commission on Informatics and Liberty (CNIL).

You can exercise these rights at any time by sending us an email to the address RGPD@clq-group.com or by sending us a letter to the following postal address clearly stating the name of the event:

COLLOQUIUM, 18 rue de Londres, 75009 Paris.

In accordance with the legislation on the protection of personal data, participants and exhibitors are informed that the above individual rights can only be exercised by the data subject concerning their own personal information. For security reasons, the data subject must provide proof of their identity.

Your Obligations

We make reasonable efforts to ensure that your personal data remains as accurate, complete, and up-to-date as possible. To ensure that your data is accurate and up-to-date, and to assist us in maintaining this state of affairs, you must promptly inform us of any changes to the information you have provided to us.

Therefore, you must ensure that the data you provide is correct, accurate, up-to-date, true, and compliant with applicable laws.

As we primarily use electronic communications in our exchanges with you, you are particularly requested to notify us of any changes to your email address.

You are also responsible for the security of your data, including the confidential retention of the passwords we have provided to you.

For More Information

For any additional information, you can contact us by email at the following address:

RGPD@clq-group.com.

For more general information about data protection and the supervisory authority, please visit the CNIL website at: <https://www.cnil.fr/>.

Updated on May 20th, 2025.