

PerformLine, Inc. and its wholly owned subsidiary, COMPLY Conferences Inc. (collectively, “PerformLine”), are committed to transparency, and we want EU data subjects to have access to personal data that we may have about them in connection with their use of our websites, including the information about the devices that they may use to access the Internet.

Our [privacy policy](#) describes the types of personal data that we process in connection with your use of our websites. We only ask for the information we need to help us process a subject access request and will only keep information pertaining to your request for up to one year.

### **Your EU Data Subject Access Rights**

If you make a subject access request as set out in this policy, you are entitled to see the personal data that we have about you including any digital identifiers such as chat session transcripts, cookie IDs and advertising IDs that PerformLine may store. We will also do our best to provide you with other information that we may have stored and associated with your personal data and digital identifiers—for example, transaction logs reflecting a visit to our website.

We will provide you with the ability to see the personal data that we have by providing you with a copy of that data. You have the right to port that data to an entity other than PerformLine, although we can’t guarantee that others will be in position to ingest this data. We will also provide you with the ability to correct errors in the data, but reserve the right to simply delete data which you’ve indicated may contain errors or inaccuracies. We will restrict or cease processing of this data upon request and offer you the ability to object to our processing of this by emailing [privacy@performline.com](mailto:privacy@performline.com). And we will delete the data upon request so long as we are not prohibited from doing so by applicable law and/or the information is not required for us for billing, fraud prevention or security purposes.

### **Making an EU Data Subject Access Request**

#### **Step 1: Locating Your Information**

Providing your email address(es) to us should be relatively straightforward. Please note that we will send you an email to the address(es) provided to help us authenticate your request.

Here’s what you need to do to share your digital identifiers.

As described in our [privacy policy](#), our systems may drop text files called “cookies” that are placed on your computer or device. For more general information about cookies, please visit <http://www.allaboutcookies.org/>. Some of the cookies we place may provide a unique ID which helps our systems recognize your browser or device over time. In order to find these cookies, please use your Internet browser to look for cookies named “performline.com”, “COMPLY2018.com” and “COMPLY2019.com” which are the domains used by PerformLine.

Please keep in mind that different cookies are placed on each browser that you use to access the Internet. As a result, if you use multiple browsers (for example, Google Chrome and Mozilla Firefox), you will need to locate our cookies for each browser. Your browser’s help section should provide an overview of how to locate your cookies. An internet search of how you may find cookies in your browser may also be helpful.

#### **Mobile Devices**

Additionally, certain mobile devices (for example, mobile phones or tablets using the iOS or Android operating systems) generate a persistent “Advertising Identifier” per device, which, among other things, can be used by third parties for purposes of providing you with targeted advertising. On iOS devices, your

Advertising Identifier may be referred to as an “IDFA,” “IFA,” or an “ID for Advertising.” On Android devices, your Advertising Identifier may be referred to as an “Advertising ID.” Please follow instructions from your mobile device manufacturer on how to locate your specific Advertising Identifier.

**Step 2: Authentication of the Information Provided**

In order to make sure that we are only providing personal data to the correct person, we also will need to take reasonable steps to authenticate your request. We request that you provide screen shots of any cookies and mobile Advertising Identifiers for which you are submitting a request. We also reserve the right to send you an email to any addresses you provide in order to authenticate that portion of your request. We also request that you fill out and sign the [affidavit](#) we’ve prepared. . By filling out and signing the affidavit, you’re promising PerformLine that you’re the person listed on the affidavit, and proof to demonstrate that you are indeed connected to the personal data and digital identifiers you located in Step 1.

**Step 3: Contacting PerformLine**

Once you have located your Digital Identifiers and can provide us with verification, you should reach out to us. The easiest way to do so would be to email us at [privacy@performline.com](mailto:privacy@performline.com). Please make sure to include the following information in your email:

- Your full name
- The country in which you are located at the time you are making your request
- A signed affidavit, linked in Step 2
- The screenshots providing supporting proof of the Cookie IDs and Mobile Advertising IDs, as described in Step 2

EU data subjects can also make a subject access request by mail, by sending a written request with all of the above-listed information to the following address:

PerformLine, Inc.  
58 South Street  
Morristown, NJ 07960  
Attn: Privacy Request - Marketing