Webex Events (formerly "Socio")

This Privacy Data Sheet describes the processing of personal data (or personally identifiable information) by Webex Events (formerly "Socio").

Webex Events is a cloud-based events solution made available by Cisco to companies or persons who acquire it for use by their authorized users.

Cisco will process personal data from Webex Events in a manner that is consistent with this Privacy Data Sheet. In jurisdictions that distinguish between Data Controllers and Data Processors, Cisco is the Data Controller for the personal data processed to administer and manage the customer relationship. Cisco is the Data Processor for the personal data processed by Webex Events in order to provide its functionality.

1. Overview

Webex Events provides an all-in-one events platform for your team to produce high-quality internal and external events, including hybrid events, and foster continuous engagement among event attendees. This Privacy Data Sheet covers the following features and services:

- Platform the main event management tool provided to Customers, where organizers manage all aspects of events
- Event Applications (iOS, Android, Web App) the common applications used by attendees for events hosted on the Webex Events platform (in-person, virtual, and hybrid)
 - o Custom Event Applications Event Applications that are specifically branded for a particular customer
- Lead Retrieval an application that allows Customer's sponsors and exhibitors to scan attendee badges and collect attendee contact information
- Studio built-in feature that allows Customers to create and broadcast branded, interactive live streams
- Registration feature that allows customers to manage ticketing for live, hybrid, or virtual events
- Onsite service that allows customers to facilitate session and event check-in and badge printing at live events

Because Webex Events enables collaboration among users, you will be asked to provide your personal data to use the above products and services.

Regarding use of Webex Events and data processing around its use, there are several relevant parties, which are defined as follows:

- Webex Events Customer ("Customer") the Cisco customer to whom the Webex Events license is extended
- Webex Events Event Planner ("Planner") refers to individuals who are part of the Webex Events customer
 organization and have varying levels of administrative control over events within the Webex Events platform. This
 includes:
 - Organization Admin individuals with the highest level of control, with full access to all events, team members, and credits within the company's Webex Events organization
 - Team (Event) Admin individuals within the customer organization who have administrative control over their specific team's events and members. They are responsible for planning, setting up, and managing events within the Webex Events platform
- Webex Events Event Editor ("Event Editor") any individual, part of the Webex Events customer organization or external, who has the ability to edit the hosted event on the Events Platform, for example manipulate content
- Webex Events Attendee ("Attendee") any individual, part of the Webex Events customer organization or external, who registers and attends an event hosted through Webex Events, including presenters and panelists for an event
- Webex Events Exhibitor ("Exhibitor") an individual to whom the Customer extends the ability to use the Lead Retrieval product (i.e., solicit leads from that Customer's event), who also must register separately
- Webex Events Studio Producer("Host")- any individual, part of the Webex Events customer organization, who is
 overseeing and managing all aspects of the Studio including setup, coordination of content and direction of the
 broadcast
- Webex Events Studio Speaker("Speaker")- any individual invited by the Host to present or speak during a live stream session in the Studio



- Webex Events API Developer ("Developer") individuals who are authorized by the Customer to access the Webex Events Public API for the purpose of integration and development. Developers may have access to an API "sandbox" environment where they can build and test their integrations without affecting real-world data
- "User" or "user" refers to any of the above

If you are a user and your employer is the Customer that acquired the Service, your employer serves as the "data controller." All of the information described in this Privacy Data Sheet is subject to your employer's policies regarding retention, monitoring, deletion, and export of information associated with the Service. This may include access to the keys used to encrypt or decrypt your User-Generated Information.

However, if you register for an event using this Service, that is not organized by your employer, your employer's policies will not apply. Therefore, if you register using your employer-issued email address, you will be required to update it to a personal email address. Cisco recommends that you use your personal email address to access the Service for personal use. If you want to change your email address, you can do so by following these instructions.

Webex Events integrates with a Cisco Automated Speech Recognition (ASR) to provide close-captioning.

Note, Webex Events may also be integrated with third-party products. Cisco is not responsible for customer data once it leaves Webex Events for non-Cisco products. Protection of data within the applicable third-party system is governed by the contact(s) and policies of the applicable third-party.

2. Personal Data Processing

The table below lists the personal data processed by Webex Events to provide its services and describes why the data is processed.

Webex Events Tool	Personal Data Elements	Purpose of Processing
Event Platform (Customer's hosting platform)	 First name Last name Email Country Event information provided by Event Planner Speaker information 	 Personal data is collected, used, and processed to provide the Events Platform functionality behind Webex Events. Specifically, personal data is processed to: Provide the Service to the Customer Register new Customers and set up Customer access to Webex Events platform Register and set up Customer's Event Planner and Event Editors Manage Customer account and Services Authenticate and authorize access to Customer account Help Event Planners and Event Editors to provide support to the events
Event App	 First name Last name Email address Picture URL (optional) Mobile device OS (for Support) Order ID/Ticket ID (random number string associated with email address) Device token (for Push notifications) App ID (random number string associated with email address) App ID (random number string associated with email address) Attendee profile information (optional) Title Company Location (City/State) 	 Personal data is processed to facilitate Attendee access to the Webex Events application, which allows Attendees to access the Webex Events through their mobile or device application. Specifically, personal data is processed to: Facilitate Attendee use of the Webex Events App Provide interactions between the Event Planner and/or Editor and Attendees, through the application Manage event authorizations and permissions within the App Provide support in response to inquiries and service requests

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	 Self-entered bio Email Phone Number Website Address Social Media URL (LinkedIn, Facebook, Twitter, Instagram, Snapchat, YouTube, Skype, Slack, WeChat, Pinterest) User ID – default email address or user-configurable identifier Badge ID (random number string) User activities – includes engagement with event features, sessions attended, occurrence of video calls and interaction data Attendee chats & chat activity QR Code External ID 	
App Content	 User chats & chat activity User notes User reviews of the App Shake & Connect Location data – latitude Location data – longitude Video Rooms (Optional) Attendee ID App ID Meetings feature (Optional) Form fields to request meeting Meeting location (provided by Attendee) Meeting location (provided by Attendee) Meeting timezone Video Meetings (Optional- not recorded) Start time End time Duration 	 The processing of personal data is integral to enabling various Apprelated features and functionalities. Specifically, personal data is processed to: Facilitate the use of features such as Shake & Connect within the App Authenticate Attendees accessing the App Enhance user experience by allowing interaction and networking among Attendees not restricted with event Pseudonymized personal data (Attendee ID & App ID) may be used to facilitate Video Rooms Allows Attendees to communicate regarding a smaller "meeting" outside of the event Collect feedback through user reviews to improve the App Provide support and troubleshooting for App-related queries and issues
Event Content	 Content shared during an event (videos, slides) Event information ((title, invitation content, participants, link, date, time, duration and quality ratings) Recordings of events Wall posts (optional) Webex Events streaming content (optional) Poll information Question & answer information 	Personal data may be collected, used, and processed, to facilitate the sharing and exchange of Event Content. Event Planners can customize what Event Content is shared and exchanged during an event.

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Studio (Optional)	 Video room content Announcements Event game leaderboard (optional) Speaker name Speaker avatar URL (optional) Tagline (optional) Studio room content Group chat Private chat (1:1) Custom branding Videos Studio recordings Invites Audit logs Poll information Question & answer information Managers ID Managers email address 	 Personal data is processed to enhance the functionality and experience of the Webex Events Studio, providing a dynamic and interactive environment for live streaming and event management. Specifically, personal data is processed to: Enable Speakers to present and engage with Attendees within the Studio environment Manage and display Studio Room Content for live sessions, workshops, or presentations Facilitate real-time communication through Group and Private Chats between Attendees and between Attendees and Speakers Allow for event customization with Custom Branding to align with the aesthetic and branding of the event or the hosting organization Maintain Audit Logs for monitoring performance issues
Lead Retrieval (Optional)	 Managers email address Exhibitor first name Exhibitor last name Exhibitor team member role Item ID (Exhibitor ID) Firebase ID (for authentication) Exhibitor profile Information (optional) Photo Title Company Location (City/State) Phone Number Actendee ID Attendee ID Account detail (e.g., information provided by the Attendee) (see Attendee Profile)Information listed above) Lead status (optional) Lead notes (optional) Lead notes (optional) Order information (optional) 	 Personal data may be processed to facilitate the Lead Retrieval functionality, which allows Customers and Exhibitors to collect information about Event Attendees for networking and lead generation purposes. Attendees' information is shared when they provide consent by allowing their QR code, which is either displayed on their badge or available within the Event App, to be scanned. Optional personal data elements for Exhibitors can be used to enhance networking opportunities and lead management within the event. Order Information is processed when an Attendee makes a purchase and is identical to the information provided during Attendee Registration, as detailed in the Attendee Registration section
Onsite Features (Optional)	 Badge ID Free form questions and answers, defined by the Event Planner Check-in history for sessions QR Code (for attendee verification) Image (optional attendee photo for badge) Attendee groups (for organizing and segmenting attendees) Attendee profile information (see in the Event App section) 	 Personal data may be processed in connection with Webex Events' delivery of onsite features. Specifically, personal data is processed to: Creating and maintaining a check-in history for sessions Using QR codes for efficient attendee verification and session entry Organizing attendees into groups for streamlined event logistics and communication Personalizing attendee badges with optional photos for identification and networking
Attendee Registration	 First name Last name Email address 	When a Customer organizes an event, the Event Planner can customize what information they collect from Attendees (internal & external)

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	 Phone number (optional) Title (optional) Location (optional- relies on Google Places API) Date of birth (optional) Free form questions & answers (optional) Free form upload (optinonal- e.g., resume/CV) For paid events, attendee payment information below may be sent directly to Stripe, through a Stripe-produced API: Credit card number CVV Billing address Zip code Registration language (optional-chosen by the attendee to complete the form) 	 through the registration process. The form is customizable and may include the fields listed here. The personal data entered by Attendees during registration is used to populate their profiles within the Event Apps, thereby enhancing the event experience by facilitating networking, personalization, and access to event features. Regarding Stripe, data provided by Attendees that utilize Stripe is never processed or stored by Cisco; instead, such data is provided directly to Stripe through a Stripe-provided API. Note that Attendees can be registered for a Webex Events event in one of two ways: (1) self-register; or (2) be registered by the Event Planner.
Event Marketing Campaign (Optional)	Email addresses of registered Attendees	Customers can choose to utilize email addresses of potential attendees to form an Event Marketing Campaign, to attract more Attendees. This event enhancement is at the discretion of the Customer and Event Planner. If utilized, potential attendee email addresses are processed.

Webex Events may use anonymised and aggregated data or share such data for any other legitimate business purpose. We may share non-personal aggregated data publicly (e.g. to show trends about the usage of our Services).

3. Data Center Locations

Cisco leverages data centers belonging to third parties to provide the Service globally. Those third-party subprocessors are listed in Section 9 below.

4. Cross-Border Data Transfer Mechanisms

Cisco has invested in transfer mechanisms to enable the lawful use of data across jurisdictions:

- Binding Corporate Rules (Controller)
- APEC Cross-Border Privacy Rules
- APEC Privacy Recognition for Processors
- EU Standard Contractual Clauses
- EU-U.S. Data Privacy Framework and the U.K. Extension to the EU-U.S. Data Privacy Framework
- <u>Swiss-U.S. Data Privacy Framework</u>

5. Access Control

The table below lists the personal data used by Webex Events to carry out the Service, who can access that data, and why. While Cisco operates the Service, Cisco will not access Event Content unless it is shared with Cisco by Customer, and will only access it in accordance with Cisco's data access and security controls process.

Webex Events Tool	Who Has Access To Personal Data Associated With That Tool & Purpose of Access
Event Platform	 Customer, in particular Event Planner & Event Editor, to host an event Cisco, to provide to Customer the Service of hosting the event



Event App	Customer, to utilize the Webex Events App
	 Cisco, to provide to Customer the ability to utilize and offer to event Attendees the Event App
	 Attendees, who can manage the visibility of their profile information to other Attendees
	within the App. Basic profile information is visible to all Attendees, while additional details
	can be made available at the discretion of the Attendee when connecting with others.
App Content	Customer, to utilize the Webex Events App and offer features such as Video Rooms and
	 Meetings, enabling attendees to network and connect during the hosted event Customer, to access event-based metrics and insights
	 Cisco, to provide the necessary infrastructure and services to support the App's
	functionalities, and to assist with troubleshooting and technical issues
	 Attendees, to engage with the app features, including creating and managing their own user content such as chats, notes, and reviews, and to utilize the Shake & Connect feature for networking purposes
Event Content	Customer, to host the event. Event Planners and Editors have the ability to wholesale delete Event Content
	Cisco, to facilitate troubleshooting during and around events
	Attendee can access Event Content through the App and, for some content, download and interact (e.g., Notes)
Studio (Optional)	 Speakers, to participate and engage in chat during the Studio session they are part of; access to the chat feature is granted by the host for that specific session
(Optional)	 Producers, who have full access to all items and functionalities within Studio to manage
	and control the event production
	Cisco, to facilitate troubleshooting, provide support, and administer this feature of Webey Events
Lead Retrieval	Customer, to provide the feature as part of a hosted event
(Optional)	 Exhibitors/Customer's vendors, to follow sales leads
	Cisco, to facilitate this feature of Webex Events
Onsite Features	Cisco, to facilitate this feature of Webex Events
(Optional)	 Customer, to manage onsite event operations including badge printing, event check-in, and updating attendee data
Attendee Registration	• Customer (Event Planner) through the Event Platform, to provide the feature as part of a
(All Optional Fields)	hosted event; Event Editor access is optional
	 Cisco, to facilitate this feature of Webex Events Attendees, who complete their profile information to participate in the event. Attendee
	 Attendees, who complete their profile information to participate in the event. Attendee profiles, once created, are visible to other Attendees and may be shared with vendors for event-related purposes
Event Marketing Campaign	Customer, to provide the feature as part of a hosted event

To provide the Service, Cisco shares personal data with third-party subprocessors (see Section 9), but all third-party access to such data is automated and personnel at those third-party processors cannot access data at rest.

In addition to the direct access outlined above, the Webex Events Public API provides programmatic access to various components of the platform. Once integrated by Customer's authorized developers, the API enables automated interactions with personal data across different tools, including but not limited to the Event Platform, Event App, Registration, and Onsite Features. This allows for advanced data management, automation of tasks, and integration with external systems, all while adhering to Cisco's data access and security controls process. It is the responsibility of the Customer to ensure that their developers use the Public API in a manner that complies with applicable data protection regulations.

6. Data Portability

Customers have the ability to export certain categories of information from the Webex Events platform. In particular, Event Planners can export:

• Event Content (including session chat activity, but excluding private attendee chats and meetings);



- Event metrics (e.g., number of attendees per session or video room; number of clicks on advertisement) for a particular event hosted by that Customer;
- Reports regarding Attendee registration & ticketing purchases;
- Reports including Attendee information (not limited to information collected through registration, encompassing details provided by attendees at any point before or during the event);
- Studio recordings of sessions, capturing the live content and participant interactions within the Studio feature;
- Video analytics, detailing metrics such as watch frequency, total watched minutes, and viewer counts;
- Onsite session check-in data, including check-in times and attendee check-in history for sessions.

A Customer's Event Planner can provide an Event Editor with the ability to export content.

The Webex Events Public API complements these data export capabilities by enabling Customer's authorized developers to programmatically access and manage various elements of the platform. While the API primarily facilitates the creation, updating, and reading of data, it also allows for the extraction of information that can be used for custom reporting and analysis. This includes data related to attendees, sessions, and event details. The API's role in data portability is to provide a means for developers to retrieve information in a structured format, which can then be used in accordance with the Customer's data management and integration needs.

Attendees of a Webex Event can export:

- Their participant notes;
- Connection details; and
- Attachments shared with that participant through the Event Application.

The Event Content posted by customers and attendees who are using Webex Events purchased by their employer is treated as data of the employer (Cisco's Customer). Accordingly, the Customer's corporate policies will apply.

7. Data Retention

Webex Events Customers (in particular, Event Planners or Event Editors) may delete, at any time, certain Event Content, including session recordings, wall posts, and attendee information. They cannot delete event chats.

Webex Events relies on third-party subprocessors to process and store data, including personal data that is collected, used, and processed through provision of the Webex Events Service. When a Customer terminates its Service subscription, personal data will be deleted within 6 months. Customers or Attendees who wish to minimize the amount of data stored on the platform or delete personal data that is stored and/or processed by Webex Events can inquire about such deletion by submitting a request via the <u>Cisco Privacy Request form</u>.

8. Personal Data Security

Webex Events has in place appropriate technical and organizational measures designed to secure personal data that is collected, used, or processed from accidental loss and unauthorized access, use, alteration, and disclosure. All users on the Events Platform and the Events App must be authenticated. All data in transit is encrypted via HTTPS (TLS 1.2+) and all data at rest is encrypted via AES-256. Additionally, all third-party access to such data is automated and personnel at those third-party processors cannot access data at rest

9. Sub-processors

We may share personal data with third-party subprocessors to assist in providing the Service. The data shared may include aggregate statistics or individualized data. All sharing of information is carried out consistent with the Cisco Privacy Statement and we contract with third-party service providers that can provide the same level of data protection and information security that you can expect from Cisco.. Below is a current list of third-party sub-processors utilized in connection with the Service.

Sub-processor	Personal Data	Service Type	Location of Data Center
Amplitude	User ID and associated usage data (user actions within the platform)	Analytics for Cisco (Controller)	United States

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Amazon Web Service • RDS for PostgreSQL • ElastiCache Redis • Chime • Cloudwatch • S3 Bucket • EC2 Instance • EKS • SES (Simple Email Service) • IVS (Interactive Video Service)	All personal data listed above in Section 2	 RDS PostgreSQL are the databases storing Webex Events' application and analytics data(User ID, Application ID, Platform Type) regarding App usage ElastiCache Redis is an in-memory data store/cache for real-time processing of application data Chime is used for 1:1 video chats ("Meetings") and video room features. Uses data collected from Event App Cloudwatch is a monitoring tool for ElastiCache Redis and RDS S3 Bucket is an object storage service for storing and retrieving event related data, including Studio recordings EC2 Instance provides virtual server instances for running applications EKS is a managed container service to run and scale Kubernetes micoservices applications SES is used for ad hoc messages regarding event between Customer's Event Planner and attendees. (registration emails) IVS provides event planners to have the option of adding live stream to an event; if Webex Events Streaming is enabled, the streaming content is stored in AWS S3 buckets (Studio Data and Recordings) 	United States
Google Analytics	User ID (pseudonymized) and usage data	Analytics for Cisco (Controller)	United States
Google Firebase Authentication & Hosting	Email address User password	Authentication	United States
Google Firebase Cloud Firestore	Chat content	Used to provide chat functionality	United States
Bugsnag	App ID User ID User- Platform interactions IP address (requests)	Log retention & debugging tool	United States
Hubspot	Data collected from Event Platform (limited to personal data relating to Event Planner)	Customer success, sales, and marketing by Cisco	United States
Intercom	First name Last name Email App ID Usage data	Customer Support	United States
Twilio • Segment • Sendgrid	Data collected from Event App	Segment is used to collect data from use of Event App and send to analytics tools Sendgrid is used for transactional emails between Cisco and (a) Customers; and (b) Attendees	United States

10. Information Security Incident Management

Breach and Incident Notification Processes

Webex Events has in place a Webex Events Incident Response Plan, which includes Cisco personnel ("Webex Events Incident Response Team") focused on managing the enterprise-wide response to any data-centric incidents. The Webex Events Incident Response Team directs and coordinates Cisco's response, leveraging diverse teams including the Cisco Product Security Incident Response Team (PSIRT), the Cisco Security Incident Response Team (CSIRT), the Advanced Security Initiatives Group (ASIG), and Cisco Legal.

PSIRT manages the receipt, investigation, and public reporting of security vulnerabilities related to Webex Events. The team works with Customers, independent security researchers, consultants, industry organizations, and other vendors to identify possible security issues with Cisco products and networks, including Webex Events. The <u>Cisco Security Center</u> details the process for reporting security incidents.

The Cisco Notification Service allows Customers to subscribe and receive important Cisco product and technology information, including Cisco security advisories for critical and high severity security vulnerabilities. This service allows Customers to choose the timing of notifications, and the notification delivery method (email message or RSS feed). The level of access is determined by the subscriber's relationship with Cisco. Webex Events also allows Customers to subscribe to a mailing list to receive updates regarding product changes, significant security issues, or changes in privacy operations. If you have questions or concerns about any product or security notifications relating to Webex Events, contact your Cisco sales representative.

11. Certifications and Compliance with Privacy Requirements

The Security & Trust Organization and Cisco Legal provide risk and compliance management and consultation services to help drive security and regulatory compliance into the design of Cisco products and services. The service is built with security and privacy in mind and is designed so that it can be used by Cisco Customers in a manner consistent with global security and privacy requirements.

Further, in addition to complying with our stringent internal standards, Cisco also maintains third-party validations and certifications to demonstrate our commitment to information security and privacy.

12. Exercising Data Subject Rights

Users whose personal data is processed by the Service have the right to request access, rectification, suspension of processing, data portability and / or deletion of the personal data processed by the Service as well as object to processing.

We will confirm identification (typically with the email address associated with a Cisco account) before responding to the request. If we cannot comply with the request, we will provide an explanation. Please note, users whose employer is the Customer/Controller, may be redirect to their employer for a response.

Requests can be made by submitting a request via:

the Cisco <u>Privacy Request form</u>
 by postal mail:

	Chief Privacy Officer Cisco Systems, Inc. 170 W. Tasman Drive San Jose, CA 95134 UNITED STATES	
Americas Privacy Officer Cisco Systems, Inc. 170 W. Tasman Drive San Jose, CA 95134 UNITED STATES	APJC Privacy Officer Cisco Systems, Inc. Bldg 80, Lvl 25, Mapletree Biz City, 80 Pasir Panjang Road, Singapore, 117372 SINGAPORE	EMEA Privacy Officer Cisco Systems, Inc. Haarlerbergweg 13-19, 1101 CH Amsterdam-Zuidoost NETHERLANE

We will endeavor to timely and satisfactorily respond to inquiries and requests. If a privacy concern related to the personal data processed or transferred by Cisco remains unresolved, contact Cisco's <u>US-based third-party dispute resolution provider</u>. Alternatively, you can contact the data protection supervisory authority in your jurisdiction for assistance. Cisco's main establishment in the EU is in the Netherlands. As such, our EU lead authority is the Dutch <u>Autoritiet Persoonsgegevens</u>.

13. General Information

For more general information and FAQs related to Cisco's Security and Privacy Program please visit The Cisco Trust Center.

This Privacy Data Sheet is a supplement to the <u>Cisco Online Privacy Statement</u>. To the extent this document differs from the Cisco Online Privacy Statement, this document will take precedence. If there is a difference in translated, non-English versions of this document, the U.S.-English version will take precedence.

Cisco frequently evolves and updates its offerings. Cisco Privacy Data Sheets are subject to change, and are reviewed and updated on an annual basis, or as reasonably needed to reflect a material change in the processing of Personal Data. For the most current version, go to the <u>Personal Data Privacy</u> section of the Cisco Trust Center.

To receive email notifications of updates to the Privacy Data Sheet, click the "Subscribe" link in the upper right corner of the Trust Portal.