

# Privacy Policy

The International Gas Union (IGU) are responsible for the personal data collected, used and shared in relation to the event (the World Gas Conference 2025, WGC2025).

The IGU works with Beijing Capital Group Exhibitions and Events (BCGEE) to deliver WGC2025. Both IGU and BCGEE are committed to protecting and respecting your Personal Information under the UK General Data Protection Regulation (GDPR) , Personal Information Protection Law of the People's Republic of China and applicable Data Protection Laws.

This Policy outlines how we will process your personal data.

## 1. Scope

Privacy Policy applies	1.1	to personal data in our possession or under our control, including personal data in the possession of organizations which we have engaged to collect, use, disclose or process your personal data for our purposes.
	1.2	to all services on the WGC2025 platform website, including page browsing and website registration and login services provided to you on the official website and App (named “WGC2025” App ) of World Gas Conference 2025 (www.wgc2025.com) as well as the technical services provided to you through the WGC 2025 platform and App.
Privacy Policy does not apply	1.3	to the services provided to you by other third parties through the WGC2025 website and WGC2025 App (collectively referred to as “Third- Party Services”). The information you provide to the third-party service provider is not applicable to this Privacy Policy. You should understand the product functions and privacy protection policies of the third-party service before choosing to use the third-party service.

## 2. Information We Will Collect from You and How we will use it

### 2.1 Registering as a Delegate

<b>About you</b>	Name Gender Country/Region of Nationality	Country/Region of Residence City Passport Number
<b>Contact details</b>	Email address	
<b>About you and your work</b>	Organisation name Type of organization Position Department	Bill Address Your organization’s industry sector Your job function Your level of responsibility

We will use the personal data **About you**, your **Contact details** and information **About you and your work** to

1	administer your attendance at the event.* This includes:	a. registration b. accommodation arrangements c. travel arrangements	d. health and safety e. event security and f. other operational aspects of the event.
2	send you essential event communications.		
3	send you (if you are a non-member) after the current event, information about IGU Membership and other IGU events and activities		

2.2 Visa Invitation Letter

<b>About your visit</b>	Name as exactly printed on passport Date of Birth Visa Application Office	Estimated Date of arrival Estimated Date of departure
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We will use information **About your visit** to create a Visa invitation letter.

2.3 Marketing about the event

<b>Subscribe to mailing list</b>	Name Company	Email address
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We will use the **Subscribe to mailing list** information to keep you up to date about the latest event news, activities and services.

2.4 Additional information

We may need to ask for Special Category Personal Data relating health and/or disability.

- We will use this to make reasonable adjustments or to take other measures to facilitate the safe operation of the event.
- For example, if you have any special dietary requirements.

We may run cultural or technical tours related to the event (via the event host organization).

- If you have indicated that you are interested, we will share information with them for this purpose.

\* Where necessary, we will share your personal information with our affiliated companies and third parties. If we share your personal information with other organisations under any of the aforementioned circumstances, these organisations will act as “Data Processors” when processing your personal information on our behalf.

2.4 The WCG2025 App: you can choose whether or not to authorize us to collect and use your personal information when using the WCG2025 App as follows:

- you can receive our message push notifications for reminders, meeting etc. more promptly. If you don't enable this permission, you won't be able to get the latest data.
- you need to allow the Internet to use our products and services. If you don't enable this

permission, you won't be able to get the latest data.

- you can enable camera permissions to take real-time photos and upload pictures. If you do not enable this permission, you will not be able to use the picture-related functions and visit reservations, but it will not affect your use of other services.
- you can use or save pictures or files by enabling the storage permission. If you do not enable this permission, you will not be able to use the functions related to memory card reading, but it will not affect your use of other services.

## 2.5 Rationale for processing your personal data

For Member organisation, the processing is necessary to fulfil, and is justified by, the following **legitimate interests** of the IGU, the Member organisation and the staff members of the Member organisation: to facilitate the provision of membership benefits (attendance at events) to the Member organisation and the staff wishing to attend the event.

For non-members, the processing is necessary to fulfil, and is justified by, the following **legitimate interests** of the IGU and the person wishing to attend the event:

- to facilitate their attendance at the event.
- to enable the IGU to keep the individual informed about IGU Membership and other IGU event and activities that the IGU believes they will have a professional interest in (the individual can opt-out at any time).

## **3.How We Collect Your Information**

3.1 We primarily collect personal information from you directly through the following means:

- Correspondence you send to us via email or in writing;
- Information you provide when contacting us by telephone or in person;
- Details you provide when registering an account on our platform/WGC2025 website/WGC2025 application, or through hotel bookings, or related to events, functions, exhibitions, promotions, or other activities.

We may obtain personal information from other third-party sources (such as your employer) to update or supplement the personal information you provide or that is collected through Cookies.

### 3.2 Cookie

Our website uses cookies to improve your browsing experience. Some cookies are essential for the working of basic functionalities of our website; some help us analyze and understand how you use our website generally, recognize your repeat visits and preferences, as well as to measure and analyze traffic.

Non-essential cookies will be stored in your browser only with your consent. By clicking "Accept" on our cookie banner, you consent to the use of the cookies on our website. You also have the option to opt-out of these cookies by changing your cookie settings anytime. But opting out of some of the cookies may have an effect on your browsing experience.

## **4.Sharing, Transferring and Public Disclosure of Your Personal Information**

## 4.1 Sharing

4.1.1 We will not share your personal information with any other company, organization or individual, except in the following circumstances:

- With your explicit consent or authorization in advance;
- When it is necessary to provide information in accordance with applicable laws and regulations, the requirements of legal procedures, or mandatory administrative or judicial requirements;
- To the extent permitted by laws and regulations, it is necessary to protect the interests, property or safety of us, our affiliates or partners, you or other WGC2025 platform users or the public from damage;
- Only by sharing your information can we realize the core functions of our products and/or services or provide the services you need (for example, where we need to share your data with our partners to promote new events to you);
- To deal with your disputes or controversies with others at your request;
- Comply with the relevant agreements signed with you (including the electronic agreements signed online and the corresponding platform rules) or other legal documents;
- Use based on the public interest in accordance with laws and regulations.

4.1.2 We may share your personal information with our affiliated companies and cooperated third parties to ensure the smooth completion of the services provided to you. However, we will only share personal information when necessary and for the purposes outlined in this privacy policy.

4.1.3 We may entrust our partners to provide certain services, and we need to share your personal information with our partners to ensure the smooth completion of the services provided to you. However, we will only share your personal information for legitimate, appropriate, necessary, specific and explicit purposes, and will only share the personal information necessary to provide services. Our partners are not authorized to use the shared personal information for any other purpose. Our current partners include: suppliers, service providers and other partners. We send information to suppliers, service providers, and other partners who support our business, including the provision of basic technical services, consulting, analytics, and other professional services.

4.1.4 To exchange information with other companies and organizations in order to comply with the law, enforce or apply our Terms and other agreements, or to protect your rights or the property or safety of you or other customers of the WGC2025 Platform, such as to prevent illegal activities such as fraud and reducing credit risk. However, this does not include personal information that is sold, rented, shared, or otherwise disclosed for profit in violation of the commitments made in this Privacy Policy.

4.1.5 Should you have any inquiries or concerns pertaining to this Privacy Policy or related matters, please feel free to contact us via email at [registration@wgc2025.com](mailto:registration@wgc2025.com).

## 4.2 Transfer

We will not transfer your personal information to any company, organization or individual, except in the following circumstances:

- With your explicit consent or authorization in advance;
- Provision is necessary in accordance with applicable laws and regulations, legal procedures, mandatory administrative or judicial requirements;
- Comply with the relevant agreements signed with you (including the electronic agreements signed online and the corresponding platform rules) or other legal documents;

In the event of a merger, acquisition, asset transfer or similar transaction, if the transfer of personal information is involved, we will require the successive company or organization that holds your

personal information to continue to be bound by this Privacy Policy, otherwise we will require the successive company or organization to seek your authorization and consent again.

#### **4.3 Public Disclosure**

We will only publicly disclose your personal information under the following circumstances and on the premise that we take security measures that comply with industry standards:

- Disclose the personal information specified by you in the manner that you expressly consent to according to your needs;
- In accordance with laws, regulations, or requests from administrative or judicial authorities, we may share your personal information with administrative and/or judicial authorities. Alternatively, to fulfil our legal duties or obligations, we may share your personal information with other third parties.

### **5. Protecting Your Personal Information**

5.1 We have adopted technologies and measures to adequately protect your personal information. We attach great importance to the security of personal information and take all reasonable and feasible measures to protect your personal information. To ensure the security and controllability of data, we mandate that third-party cloud services provide secure and dependable data usage and storage environments, thereby safeguarding user data.

5.2 If you have any questions about our personal information protection, you can contact us to email [registration@wgc2025.com](mailto:registration@wgc2025.com). If you find that your personal information has been leaked, especially your account and password, please contact us immediately so that we can take corresponding measures.

#### **5.3 Retention of Your Personal Information**

5.3.1 All your personal information will be stored within the territory of the People's Republic of China: it will be collated there for the purposes of the event but then deleted. The data will be passed back to the IGU and stored by the IGU in the UK.

5.3.2 If we terminate our services or operations, we will notify you at least 30 calendar days in advance and delete or anonymize your personal information within 15 days after terminating the services or operations.

### **6. Managing Your Personal Information**

We attach great importance to your concerns about your personal information and do our best to protect your rights to access, correct, delete and withdraw your consent to your personal information, so that you have the full ability to protect your privacy and security.

6.1 You can log in to the registered account of the WGC2025 platform website to query, manage (change, delete) the submitted personal information when using the services of the WGC2025 platform.

6.2 You may exercise your data protection rights at any time, for example withdrawing consent; requesting that we delete data we no longer need or objecting to our reliance on legitimate interests to process your data. Please contact us at [registration@wgc2025.com](mailto:registration@wgc2025.com) to discuss what right you wish to use.

Please understand that the completion of each business function requires some basic personal information, and after you withdraw your consent or object, we will not be able to continue to provide you with the services corresponding to the withdrawal of consent. However, your decision to withdraw your consent will not affect the processing of personal information previously carried out based on your consent.

Upon receipt of your written request to withdraw your consent, we may require reasonable amount

of time (depending on the complexity of the request and its impact on our relationship with you) to process your request and notify you of the consequences of our acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within ten (10) business days of receiving it.

Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal information where such collection, use and disclose without consent is permitted or required under applicable laws.

## 7. Notices and Amendments

7.1 This Privacy Policy may get updated.

7.2 We will notify you of **minor updates** by issuing the updated version on the website of the WGC2025 platform and reminding you of the updates through the website announcement or other appropriate means before it takes effect, and please also visit the WGC2025 platform ([www.wgc2025.com](http://www.wgc2025.com)) to keep abreast of the latest privacy policy.

7.3 For **major changes**, we will provide more prominent notices: we will explain the specific changes through methods including but not limited to email, text message, or special reminders on the browsing page. The major changes referred to in this Policy include, but are not limited to:

- Significant alterations to our service model, such as the purposes of processing personal information, types of processed personal information, or methods of personal information usage.
- Significant changes in the primary parties with whom personal information is shared, transferred, or publicly disclosed.
- Significant modifications to your rights and how they are exercised concerning the processing of personal information.
- Changes in the team responsible for handling personal information security, contact methods, and complaint channels.

7.4 We will also archive previous versions of this Privacy Policy for your review.

## 8. How to Contact Us

8.1 If you have any questions, comments or suggestions about this Privacy Policy or matters related to your personal information, please contact us by sending an email to **[registration@wgc2025.com](mailto:registration@wgc2025.com)**.

8.2 Generally, we will reply within 15 calendar days. If you are not satisfied with our reply, especially if our personal information processing has harmed your legitimate rights and interests, you may also file a complaint or report to the Information Commissioner's Office, <https://ico.org.uk/make-a-complaint/>.

## 9. Miscellaneous

This privacy policy is written in both Chinese and English. In the event of any inconsistency between the Chinese and English versions, the Chinese version of the privacy policy shall prevail.

Last updated: 23 December 2024