



Publicly accessible procedural register¹ (Section 4g paragraph 2 of the *Bundesdatenschutzgesetz* (BDSG, Federal Data Protection Act))

1. Name and address of the controller

MB Capital Services GmbH
Thüringer Allee 12/12A

14052 Berlin

2. Management

Manfred Gleich (chairman), Wilfried Wartenberg

3. Head of data processing with the controller

Dietmar Klöcking

4. Purpose of collecting, processing or using the data

The tasks of MB Capital Services GmbH comprise services provided to exhibitors and events organizers of regional, national and international fairs, exhibitions and conferences as well as other events organizers and service providers in the events field, by constructing customized stands or system stands, providing host and hostess services, leasing advertisement spaces and organizing virtual market places.

Data are collected, processed and used by way of implementing the declared business purpose of the company.

5. Description of the category or categories of data subjects

Data are collected, processed and used essentially regarding the following groups by way of fulfilling the purposes set out under 4. hereof, these being personal data or categories of data:

Exhibitors, visitors, customers, suppliers, journalists and service providers (address information, including telephone, fax and e-mail data, general information, bank account information)

Prospects / non-clients (address information, fields of interest, proposal data)

6. Recipients or categories of recipients to whom data are disclosed

Group member companies

Distribution partners and service partners responsible (representations abroad)

¹ Translator's note: This is an overview that the department responsible for processing data must make available to any interested party, which sets out the identity of the data processing department, the purposes for which data are being collected, how they are being processed and stored, and to whom the data may be forwarded.

Bodies collecting, processing or using personal data on behalf of the controller Exhibitors, in all cases by way of fulfilling the purposes set out under 4.

Only if stipulated by overriding laws of public bodies

7. Transfer of data to third countries

Data will be transferred to third countries only in the context of contractual performance.

8. Standard data retention periods

The lawmaker has enacted various obligations regarding the retention of data, stipulating different retention periods. Following expiry of these periods, the corresponding data will be erased as a routine procedure. Should any data not be affected by these data retention obligations and retention periods, they will be erased once the purposes set out under 4. have ceased to apply.

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(Data Protection Official)

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