

Privacy Statement

BCI Conference and Programme Partner Meeting 2027

1. Who we are

This Privacy Statement explains how Better Cotton Initiative (BCI) collects, uses, shares, and protects personal data in connection with the BCI Global Conference 2027 and the Programme Partner Meeting 2027 (together, the “Event”), including the Event website and registration platform.

Data controller: Better Cotton Initiative (BCI)

Mailing address: Ch. de Balexert 7-9, 1219 Châtelaine, Switzerland

Contact: info@bettercottonconference.org

Event delivery partners (processors): BCI uses appointed suppliers to deliver the Event (for example the registration platform provider, event agency, venue, badge printing, AV provider, and field trip/transport suppliers). These suppliers process personal data on BCI’s behalf under written agreements.

2. What personal data we collect

We collect personal data you provide directly and data generated through your use of the registration platform.

2.1. Registration and account data

- First name and surname
- Email address
- Job title
- Organisation/company
- Country
- Account and registration history (including updates you make)

2.2. Operational and planning data

- Dietary requirements and allergies
- Accessibility requirements
- Interpretation requirements (where offered)
- RSVP selections for optional activities (for example receptions, meals, field trips, accommodation requests, airport transfers, if applicable)
- Emergency contact details (if collected)
- Travel-related information (if collected for operational planning or carbon reporting, for example arrival/departure dates and travel mode)

2.3. Payment and invoicing data (if applicable)

- Billing details needed for invoicing and reconciliation (for example invoice name and address, VAT number if applicable, payment status and transaction references)

Note: Payment card details are processed by the payment service provider, not stored by BCI, unless otherwise stated in the payment flow.

2.4. Media and content data

- Photographs, video, or audio recordings captured during the Event, where applicable and in line with the Event consent approach

2.5. Technical data

- Log-in and device information required for platform functionality and security (for example IP address, browser type, device identifiers, platform usage logs)
- Cookies and local storage items as described in Section 9

3. Why we collect and use your personal data

We process personal data for the following purposes:

3.1. To deliver the Event and manage your participation

- Process registrations and confirm attendance (including complimentary registrations)
- Produce operational materials (for example name badges, attendee lists for check-in, and logistical manifests)
- Manage capacity and allocations (for example capped ticket types or optional activities)
- Support venue access, security, and onsite delivery
- Respond to participant enquiries and provide Event updates

3.2. To manage payments and financial administration (if applicable)

- Issue invoices and receipts
- Process payments and reconcile registrations
- Manage refunds, transfers, or registration changes (where permitted)

3.3. To meet accessibility, dietary, health, and safety needs

- Make reasonable accommodations for accessibility requirements
- Meet dietary and allergy requirements
- Support duty of care planning and onsite incident response (where needed)

3.4. To improve future Events and reporting

- Post-event evaluation and analysis of participation patterns (for example attendee types and organisation categories)
- Produce internal Event reporting and post-event reports that do not include personal data unless required for a specific operational purpose

3.5. Communications

- Send Event-related communications (for example confirmations, logistical information, programme updates, policy updates)
- Send operational emails linked to your registration status (for example payment reminders where relevant)

4. Legal bases for processing

BCI processes personal data on one or more of the following legal bases (depending on the data and purpose):

- Contract: to deliver the Event services you register for
- Legitimate interests: to operate the Event, maintain platform security, improve future Events, and conduct operational reporting
- Consent: where required (for example certain communications preferences, media usage choices, or optional data fields)
- Legal obligation: where required for compliance (for example financial and tax record-keeping, sanctions compliance, or lawful requests)

5. Who we share your personal data with

BCI does not sell personal data and does not share your email address with third parties for advertising purposes.

We may share relevant personal data with:

- Event delivery partners that support Event operations (for example registration platform provider, event agency, venue, badge printing supplier, AV provider, translation/interpretation suppliers, transport/field trip suppliers, security) strictly for Event delivery purposes
- Payment service providers where payment is taken through the platform
- Professional advisers where necessary (for example legal or auditors)
- Authorities and regulators where required by law

We may disclose personal data without your consent where we determine it is necessary to:

- a) comply with law, regulation, or legal process;
- b) protect rights, property, or safety of BCI, participants, or others.

6. International transfers

Your personal data may be processed in countries where BCI or its suppliers operate. Where personal data is transferred internationally, BCI uses appropriate safeguards required under applicable data protection laws (for example contractual protections and supplier due diligence).

7. Data retention

BCI retains personal data only for as long as necessary for Event delivery, legitimate business purposes, and legal or financial obligations. Wherever possible, the personal data will be anonymised.

As a working standard for the Event:

- Operational registration data is retained through Event delivery and post-event closeout.
- Financial records are retained in line with applicable accounting and audit requirements.
- After the retention period, personal data is deleted or anonymised for statistical reporting where appropriate.

If you request deletion, BCI will assess the request against legal and operational obligations (for example we may need to retain invoicing records).

8. Your rights

Subject to applicable law, you may have the right to:

- Access your personal data
- Correct inaccurate or incomplete data
- Request deletion of your personal data
- Restrict or object to processing in certain circumstances
- Request portability of data you provided to us
- Withdraw consent where processing is based on consent
- Lodge a complaint with a supervisory authority

To exercise your rights, contact: info@bettercottonconference.org

You can also update certain personal information directly via your registration account.

9. Cookies and similar technologies

The registration platform and Event website may use cookies and local storage to support functionality and user preferences.

Examples include:

- “Remember Me” selection (stores login preference on your device)
- Language preference selection
- Session management and security (to maintain a secure logged-in session)

You can control cookies through your browser settings. Some platform functionality may be limited if cookies are disabled.

10. AI, translation, captioning, and transcription

If the Event uses tools to support translation, captioning, or transcription (for example live captioning or translated captions), the following applies:

- Audio or text inputs may be processed to generate captions or translations for accessibility and participant experience.
- Outputs are used for Event delivery and, where applicable, to support post-event reporting or highlights.
- Where third-party tools are used, they process data under contract with BCI and only for the purposes described above.

BCI will confirm the specific tools and approach for 2027 (including any opt-in or opt-out mechanisms) within the Event information and onsite guidance.

11. Security

BCI and its suppliers use reasonable technical and organisational measures to protect personal data, including secure access controls and encryption in transit where available (for example SSL/TLS). No system is entirely secure. Please do not share your login credentials.

If a data breach occurs that triggers legal notification requirements, BCI will notify affected individuals and/or regulators as required.

12. Photography, filming, and recording

Event photography, filming, and recording practices are set out in the Event Terms and Conditions and any consent flows in the registration platform.

Participants who do not wish to be individually photographed may notify registration. Where feasible, a discreet badge marker may be used and photographers briefed to avoid close-ups of marked attendees. In the case of group photographs, individuals who have opted out will be asked not to position themselves within the frame. For wider crowd shots, every reasonable effort will be made to ensure that such individuals are not identifiable in the images.

13. Updates to this Privacy Statement

BCI may update this Privacy Statement from time to time. If changes are material and less protective, BCI will notify participants through reasonable channels (for example email or a notice on the registration platform). Changes apply from the effective date stated in the updated version.

14. Contact

For privacy questions or requests: info@bettercottonconference.org