

# HPE MyRoom – Personal data collection and usage notice

**Hewlett Packard Enterprise Company and its subsidiaries (HPE or We) respect your privacy.** This notice informs you about the personal data we collect, use, disclose and transfer to manage your HPE MyRoom account and provide you with the HPE branded MyRoom service, which provides online meeting, collaboration and e-learning product suite for conducting meetings or training remotely on the web and includes translation, quality assurance, event and support service options (**HPE MyRoom**).

This notice only applies to HPE MyRoom and is supplemented by HPE's online Privacy Statement which you can access [here](#). Other privacy notices apply to other HPE-owned websites, domains, services, applications, and products.

## **What personal data we collect and how we use it**

We collect and process your personal data as follows in connection with the account set up, log in and usage of HPE MyRoom:

- **HPE MyRoom products and services:** name, email address, phone (optional) company (optional), country, login credentials (including IP address), room or service usage data and credit card details for the following main purposes: providing free trials, entering into and performing agreements with you or your organisation, including setting up and managing a user account, order, billing and payment processing for these services; providing support and tools to activate licenses and request support; managing and fulfilling orders; deploying and delivering services; conducting quality controls and monitoring of services to ensure service quality; operating and providing access to customer portals and hosted management services; consulting; developing and improving our products and services and ensuring compliance with regulatory requirements. Where an HPE customer, partner or distributor has given you access to HPE MyRoom, they may provide us with your contact details, so that we can create a user account for you.
- **Security and authentication:** name, email address, IP address for the following main purposes: login credentials, protecting HPE's network and other digital assets; providing access to information assets and protecting personal data from unauthorised access.
- **Enquiries and complaints:** contact details and information included in enquires and complaints for the main purpose of addressing and resolving enquiries and complaints.

HPE's legal basis for processing your personal data is that it is necessary to perform the service contract with you or HPE's legitimate interests in managing the business operations supporting the delivery or use of the service by you or the HPE customer, distributor or partner that has given you access to HPE MyRoom.

Please note that the HPE customer, distributor or partner that has given you access to HPE MyRoom is responsible for the personal data contained in the content uploaded or stored in HPE MyRoom. HPE's processing of this personal data on behalf of an organisation is governed by the HPE the MyRoom terms of service and HPE does not use any personal data comprised in this content for its own purposes.

**Non-HPE web sites.** HPE MyRoom sites provide links to third party products or websites for your convenience or information. HPE does not control third party sites or their privacy practices and we do not endorse or make any representations about third party sites. The personal data you choose to provide to or that is collected or shared by these third parties is not covered by this notice. We encourage you to review the privacy policy of any site you interact with before allowing the collection and use of your personal data.

## **How we share personal data**

HPE does not sell, rent or lease personal data to others except as described in this notice. We may share and/or disclose your personal data as follows:

**Disclosure within the HPE group of companies.** HPE has its headquarters in the United States of America and operates worldwide. HPE may disclose your personal data as necessary within the HPE group of companies in connection with [how we use your personal data](#).

**Disclosure to third parties.** HPE retains suppliers and service providers in the US to host the HPE MyRoom Service and provide certain order, billing and payment processing, support, translation, quality assurance and event services. Those third parties may receive and process your personal data under appropriate instructions, as necessary to support and facilitate [how we use your personal data](#). Suppliers and service providers are required by contract to keep confidential and secure the information they process on behalf of HPE and may not use it for any purpose other than to carry out the services they are performing for HPE.

**Disclosure to HPE MyRoom customers:** The HPE customer, distributor or partner which has given you access to HPE MyRoom is responsible for the personal data contained in content stored in HPE MyRoom and will be able to access any personal data contained in this content.

Except as described in this notice, HPE will not share your personal data with third parties without your permission, unless to: (i) respond to duly authorized information requests of police and governmental authorities; (ii) comply with laws, regulations, subpoenas, or court orders; (iii) enforce/protect the rights and properties of HPE or its subsidiaries; or (iv) protect the rights or personal safety of HPE, our employees, and third parties on or using HPE property when allowed and in each case in accordance with applicable law.

Circumstances may arise where, whether for strategic or other business reasons, HPE decides to sell, buy, merge or otherwise reorganize businesses in some countries. Such a transaction may involve the disclosure of personal data to prospective or actual purchasers, or the receipt of it from sellers. It is HPE's practice to seek appropriate contractual protection for personal data in these types of transactions.

#### **How to access, update or delete personal data**

Once you have an HPE MyRoom Account you can amend your personal data by logging into the account and selecting "Settings". If you wish to delete your account please contact the HPE MyRoom service desk [here](#).

HPE processes personal data contained in content in HPE MyRoom as a processor on behalf of the HPE customer, partner or distributor which is the contracting party for HPE MyRoom. If you want to exercise rights in relation to personal data contained in this content, you should ask the organisation which has made arrangements for you to use HPE MyRoom. If you are an HPE employee, then you can ask the HPE Privacy Office about these rights.

#### **How long we keep personal data**

We keep your personal data for as long as you retain an HPE MyRoom account. If you wish to delete your account please contact the HPE MyRoom service desk [here](#).

We delete details of room activity and related content stored in MyRoom one year after the date of the room activity.

#### **Additional Information**

For additional information on how we transfer personal data internationally, how to manage communications and preferences with HPE, our uses of automatic data collection tools, security, additional information for individuals in the EU, EEA and Switzerland and how to contact us, please see our online Privacy Statement [here](#).