

PRIVACY STATEMENT
DATA PROCESSING OPERATION:
INL CONFERENCE MANAGEMENT

1. Introduction

The International Iberian Nanotechnology Laboratory ('INL') is an international organisation created to promote interdisciplinary research on nanotechnology and nanoscience. Aiming to become a vital part of Europe's scientific area, the INL provides a high-tech research environment addressing major challenges in nanomedicine, nanotechnology applied to environmental and food control nanoelectronics, and nanomachines and molecular manipulation at nanoscale. The cornerstones of INL's mission are: assuring world-class research excellence in its areas of activity; creating strong scientific communities in the field of nanoscience and nanotechnology, in close liaison with global-scale laboratories; developing collaboration between universities and industries, as well as between public and private sectors, training researchers, and contributing to the development of a skilled work force for the nanotechnology industry; organising and sponsoring European and international co-operation in nanoscience and nanotechnology research; setting up intellectual property rules to make the results of its work and know-how available, enable the technology transfer and protect its inventions; developing systems to prevent and master nanotechnology risks.

INL respects your privacy and is committed to protect your personal data. This privacy statement will inform you as to how we look after your personal data and tell you about your privacy rights.

2. Purpose

The purpose of the processing operation is to:

- Conduct the registration procedure and access to conferences and events organised by INL;
- Provide relevant information to participants about the planned events and to facilitate the participation to activities organised by the INL;
- Generate statistical information related to conferences and events organised by the INL;
- Ensure legal and regulatory compliance;
- Audio and video recording and photograph of speakers, participants and organisers, including group and crowd shots, which may be published in the context of the activities organised by the INL including for marketing and promotional purposes.
- Send satisfaction surveys.

For specific events held under the framework of public funded projects, INL may be required to use information for specific communication and publicizing activities, such as pictures or audio-visual material, registration lists, winners of specific prizes, among others, in accordance with rules laid down in grant agreements with funding entities.

For events held at INL premises, the data collected will also be processed with the purposes of:

- conducting the procedure of access to the INL premises;
- monitoring entrance and exit from the INL premises;
- generating statistical information related to visits and accesses to INL premises.

3. Description of Data Processing Operation

The Personal Data is stored in: (i) the database of INL named 'INL Conference Database', (ii) the database of INL named 'Daily Visitors'.

INL may request the consent to incorporate the personal data into 'INL Contact Database'. To this end each person shall be contacted individually with the aim of providing information about the aforementioned database and requesting his or her express consent.

Images and audio caught in video recordings, and/or photographs, taken/recorded, as part of INL's related activities/events, shall be taken/recorded for the purposes of INL's institutional communication.

4. Data processed

The data processed may contain the following: full name, email, ID type and number, place of work/affiliation, job position, country, nationality, type of organisation, VAT number, food restrictions, photographs, images and audio caught in video recordings.

5. Controller of the processing operation

The INL is responsible for the management of the data processed.

6. Legal Basis

The legal basis for the processing of personal data under this operation is the consent of the Data Subject.

7. Security Measures

INL shall ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures.

8. Recipients of the data

INL Staff will have access to the personal data.

Contractors are defined as service providers engaged by INL to perform specific tasks related to the necessary execution to fulfil its mission. Contractors shall have access

to personal data on a specific need-to-know basis, they shall be made aware of this privacy notice and they shall undertake obligations no less onerous than those contained in this statement.

Personal data will not be used for other purposes than those described above. Except for the situations referred to in the previous paragraphs they will not be disclosed to any third parties. Appropriate security measures will be taken to protect the confidentiality of personal data processed and/or prevent their misuse by a third party.

9. Legality of processing

Processing is necessary for the performance of the tasks carried out on the basis of INL Statute necessary to fulfill its mission.

10. Provision, access and rectification of the data

Each person has the right to access his or her own personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of his or her personal data, which will be implemented within 10 working days after your specific request will be deemed legitimate. Queries concerning the processing of personal data may be addressed to the following email: dataprotection@inl.int .

11. Time limit for storing data

Records shall be retained until receipt and positive assessment of a request for removal of personal data from the database 'Daily Visitors' and 'INL Conference Database'.