

PRIVACY STATEMENT
DATA PROCESSING OPERATION:
INL SCIENTIFIC TALKS AND COLLOQUIA WITH EXTERNAL SPEAKERS

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:

- Collect and manage personal data of external speakers necessary for the organisation, documentation and follow-up of scientific talks and colloquia;
- Enable the identification and presentation of speakers in the context of scientific dissemination and institutional communication activities of INL;
- Allow the recording and subsequent availability of the talk in order to support scientific dissemination and knowledge sharing;
- Promote the scientific talks and colloquia among INL community and external public.
- Enable travel arrangements.

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

Personal data is collected directly from external speakers through an online form in Eventkey platform.

During the colloquium, audio and video recordings of the speaker are made, capturing the speaker's image and voice. These recordings are processed and stored by INL and are made available online after the event on INL communication channels, namely on <https://www.events.inl.int/inl-colloquia-series-2025>

For access record purposes, the Personal Data is stored in the database of INL named 'Daily Visitors'.

Personal data may be stored in INL internal databases and communication platforms and accessed only by authorised INL staff involved in the organisation and communication of the colloquium. Where applicable, external service providers acting on behalf of INL may process personal data under contractual obligations ensuring appropriate data protection safeguards.

4. Data processed

The data processed may contain the following: name; email; ID/passport number; affiliation; country; short biography; image and voice data: photographs, audio recordings, and video recordings of the speaker during the colloquium; content-related data: presentation materials and any personal data voluntarily included by the speaker.

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.

Audio and video recordings of the colloquia may be made publicly available online through INL communication channels, namely on <https://www.events.inl.int/inl-colloquia-series-2025> , where they may be accessed by the general public.

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.

INL will take reasonable steps to remove the relevant personal data, including audio and video recordings, from INL internal systems and communication platforms under its control, including the public website where the colloquia recordings are made available, 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 related to this processing operation, including personal data and audio and video recordings of the colloquia, shall be retained until receipt and positive assessment of a request for removal of personal data submitted by the data subject. Data required for legal, accountability, or compliance purposes may be retained to the extent strictly necessary and in accordance with applicable legal obligations.