

ACENDIO PRIVACY POLICY

Introduction

ACENDIO controls information received in light of its legitimate interests, namely to maintain and administer our relationship with you and/or your organisation. This allows ACENDIO to manage ongoing activities and to consider future collaboration in line with ACENDIO mission and goals. ACENDIO would like to hold your contact details so that we may keep you informed about relevant events, meetings and communications organized by ACENDIO. For this reason, we have a policy paper to inform about our position but also your right to oppose our collection and use of your personal information. If you wish to do so, please contact us at: <secretary@acendio.net>.

Privacy Policy

ACENDIO is a European non-profit association, registered as a legal entity in the Netherlands, and as a member in ACENDIO you have trusted our association with your personal data. Therefore, ACENDIO has created this policy in order to demonstrate our firm commitment to privacy and handling of personal information. The following discloses our information gathering and dissemination practices for ACENDIO.

This policy (the "Privacy Policy") describes how we collect, use, transfer and disclose information relating to you as a person ("Personal Information") that we may obtain from you through our communication and website, or by other means. We process your Personal Information in compliance with the privacy and data protection laws in force in Netherlands based on European regulations.

Definition of personal data

For purposes of this policy, personal data is any data or the combination of data in any form, relating directly or indirectly to an identified or identifiable natural person; this includes, for example, contact information, unique identifiers such as IP addresses.

Privacy statement

ACENDIO collects your information in the following contexts, with your consent, for contractual necessity or to meet its legitimate interests:

- The organizations website (www.acendio.net) actively collects information from its visitors both by asking you specific questions and by permitting you to communicate directly with us via e-mail, forums, event registrations, abstract submissions, newsletters and/or feedback forms. Some of the information that you submit may be personal data.
- Some areas of this site may require you to submit personal data in order for you to benefit from the specified features. You will be informed what information is required and what information is optional.
- This site (www.acendio.net) may also collect anonymous information from your device using various technologies, such as cookies, internet tags or web beacons, and navigational data collection (log files, server logs, clickstream). *Browser type, IP address, access time, and files accessed are collected in log files. Such information is not combined with personal data collected elsewhere on the site unless you have consented. ACENDIO uses this information to analyse traffic on the site, to improve the site and to customise the site to your preferences.*
- We collect personal data at the following location: congress, registration online and newsletters. The information collected may include name, workplace (e.g. hospital, department address), city, postal code, country, phone, e-mail. We may use member contact

information from the forms to communicate with our members, e.g. send newsletters, event announcements and other relevant information to members of the organization.

- We also use information collected, to communicate information to you, for our research purposes.
- If you provide personal data, we may combine such information with other actively collected information unless we specify otherwise at the point of collection.
- In addition, we may make full use of all information acquired through this site that is not in personally identifiable form.

Links to other websites

- This website (www.acendio.net) may contain links or references to other websites to which this Privacy Statement does not apply. We encourage you to read the privacy policy of every website you visit.

Security

- This website (www.acendio.net) takes reasonable steps to protect personal data as you transmit it to our site and to protect such information from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. You should keep in mind that no internet transmission is ever completely secure or error-free. In particular, e-mail sent to or from this site may not be secure, and you should therefore take special care in deciding what information you send to us via e-mail. Moreover, where you use passwords, ID numbers, or other special access features on this site, it is your responsibility to safeguard them.

Maintaining the integrity of data collected at www.acendio.net is of utmost important to ACENDIO. *As electronic membership payments are made via a third party (PayPal), ACENDIO does not receive of maintain any credit/debit card information.*

Sharing information

The information we collect is never shared with third parties except with:

- service providers in connection with the operation of this website, including website hosting, the provision of technology related services and promotional material distribution; or public authorities, government regulators or other law enforcement officials and the courts, as required or permitted by law or when compelled by a binding order.

ACENDIO will not sell or rent your personal data to any organisation.

Data retention

- We will retain your Personal Data in accordance with applicable legal requirements, and only for as long as necessary for the purposes described in this Notice, as indicated above or as long as required by law or to defend potential legal claims.

Your Rights

- Subject to restrictions under applicable law, you have the right to request from us access, rectification, erasure, restriction and deletion, and portability of your Personal Information. Such requests can be addressed to the contact information below.
- You have the right to withdraw your consent to the processing of your Personal Data at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
- To the extent required by applicable law and subject to restrictions under applicable law, you have the right:
 - to have access to your Personal Data;
 - to have inaccurate data corrected or removed,
 - to object to the processing of your Personal Data;
 - to restrict ACENDIO use of your Personal Data;
 - to erasure of your Personal Data;

- to receive your Personal Data in a usable electronic format and transmit it to a third party (right to "data portability"); and to lodge a complaint with their local data protection authority (www.dataprotectionauthority.be)

In particular, ACENDIO is committed to working with you to obtain a fair resolution of any complaint. If you have any questions or wishes in connection with your personal data or you want to exercise your rights, please contact us at <secretary@acendio.net>.

Changes to this Privacy statement

If this Privacy policy changes or updated, the revised policy will be posted on the organizations website (www.acendio.net) . Please check back periodically, and especially before you provide any personal data. If ACENDIO makes significant changes to our Privacy Policy, we will use reasonable efforts to contact you to notify you of such changes. This Privacy Policy was last updated on <date>. We encourage users to read this statement thoroughly and use it as a point of reference for the future.

CONTACT

If you have any questions about this privacy statement, the practices of this website, or your use of this website, please contact:

Post: Dr. Janne Florin, ACENDIO Secretary, c/o W. Paans, Spilsluizen 1014, 9712 NR Groningen, Netherlands.

Phone :

Email: secretary@acendio.net

Last update: 20th August 2018