

Data Protection Policy

1. PERSONAL DATA:

Your voluntarily transmitted personal details (through submission in the online forms) will be collected, saved and processed in accordance with the most recent legislation on data protection (EU-GDPR 2018).

Registration, abstract submission, additional bookings & hotel booking:

A registration and/or abstract submission not possible without collecting, saving and processing your personal data. This is solely for the purpose of organising the event. Your data will only be passed on to third parties, who are directly involved in running the event and when the organisational process makes it necessary – in accordance with your bookings (organising society, hotel, transport companies, travel insurance, etc.).

1.2. Photos/Films:

By registering to attend this meeting, you grant permission to InSession Events as well as to the organising society to use photos/films taken from you respectively your company presence by our official photographer(team) onsite during the meeting for marketing purposes (event reporting, promotion of follow-up events & self-marketing) for an indefinite period of time. If you do not want to have any photos/films taken of you published, you may contact us at any time: insession@insessionevents.com

1.3. Links to other websites:

Our online forms may contain links to other websites. InSession Events is not responsible for the data you provide on other websites. Our partner companies are also bound to act according to EU-GDPR, the implementation however rests with each company individually. Our data protection guidelines are solely applicable to data controlled by InSession Events.

2. INFORMATION OBLIGATION ACC. ART 12-14 EU-GDPR (EU-DSGVO)

We would be pleased to provide you with the following information describing the type, purpose and scope of the processing of your personal data.

Purposes of Processing:

Depending on the participant status and the bookings of the data subject the data are processed for one or more of the purposes listed below.

Processing Purpose

Participant Management
(Registration, Additional Bookings)

Data Categories

name
contact data
address data/invoice data
registration data
additional bookings
travel data (if necessary)
passport data (if necessary)
special requirements (sensitive data)

special dietary requirements (sensitive data)

Hotel Management	name contact data address data/invoice data hotel booking data travel data (if necessary) credit card guarantees (if necessary)
Scientific Management & Coordination Grants und Awards	name contact data date of birth (if necessary) date of graduation (if necessary) lecture data (speaker, topic, title)
Industry Management (Exhibition & Sponsoring)	name contact data company data
General Organisation / Accreditation & Compliance	name & city/country institution/organisation (if necessary) specialisation (if necessary) lecture data (speaker, topic, title)
General Organisation / Accounting	name contact data registration data additional bookings bank data (if necessary) credit card data (if necessary)
Marketing & Development	name contact data photos/films statistical data (ONLY anonymized)

Legal Basis for the data processing purposes:

Processing Purpose	Legal Basis
Participant Management (Registration, Additional Bookings)	Binding completion of the registration for the participation of the selected event Written confirmation of the group coordinator that participant data may be used Binding booking of ticket(s) to one or more social events of the selected event
Hotel Management	Binding conclusion of a hotel booking by the person concerned or his group coordinator Written confirmation from the group coordinator that participant data may be used
Scientific Management & Coordination Grants and Awards	Binding completion of the abstract submission for the selected event Acceptance of active participation in the selected event
Industry Management (Exhibition & Sponsoring)	Binding contract conclusion of the data subject and the company represented by him/her to take part at the selected event

Third Party Data Recipients – Categories:

The recipients only receive the data they require, not your full data record. Your data will only be forwarded when the organisational process makes it necessary – in accordance with your bookings – and when a legal basis exists.

Processing Purpose	Data Categories	Recipient Categories
Participant Management (Registration, Additional Bookings)	name contact data address data/invoice data registration data additional bookings travel data (only if necessary) passport data (only if necessary) special dietary requirements (sensitive data)	organising society, service providers (fulfilment agents) Caterer
Hotel Management	name contact data address data/invoice data hotel booking data travel data (if necessary) credit card guarantees (if necessary)	DMC, travel agency, hotels
Scientific management & coordination of grants and awards	name contact data date of birth (if necessary) date of graduation (if necessary) Lecture data (speaker, topic, title)	Oasis – abstract management software – USA A standard clause agreement with the provider of the abstract processing software regarding data protection according to the DSGVO is in place.
Industry Management (Exhibition & Sponsoring)	name contact data company data	organising society, service providers (fulfilment agents)
General Organisation/ Accreditation & Compliance	name & city/country institution/organisation (if necessary) specialisation (if necessary) lecture data (speaker, topic, title)	organising society, relevant accreditation authorities, service providers

General Organisation/ Accounting	name contact data registration data additional bookings bank data (if necessary) credit card data (if necessary)	(fulfilment agents) organising society, responsible authorities, bank, fiscal office, tax consultant, service providers (fulfilment agents)
Marketing	name contact data	online mailing provider
Development	statistical data (ONLY anonymised)	organising society

Transfer to Third Country:

Processing Purpose Data Categories

Recipient Categories

Scientific management & coordination of grants and awards	name contact data date of birth (if necessary) date of graduation (if necessary) Lecture data (speaker, topic, title)	Oasis – abstract management software – USA A standard clause agreement with the provider of the abstract processing software Oasis regarding data protection according to the DSGVO is in place.
Marketing	name contact data	Mailchimp – USA / Online Mailing Provider / adequacy decision of EU = Privacy Shield framework, Mailchimp participates in and has certified its compliance with the EU-U.S. privacy shield framework.

Data Storage Period:

Sensitive data (special dietary requirements), which are collected with consent of the data subjects, as well as passport data and information submitted for statistical data collection are irrecoverably deleted with the end of the event wrap-up.

All other data are stored for 5 years, and to permit post-event support and service (i.e. belated participation confirmations and presentation certificates).

In the case of (e.g. annually) recurring congresses, the data are stored for at least 7 years after the end of the entire event series.

Upon revocation of the person concerned, their data will be deleted immediately.

3. DATA SUBJECT RIGHTS

We are pleased to inform you about your rights according to EU-GDPR:

3.1. Data Subject Rights

Right of access by the data subject

- Right to rectification
- Right to erasure/”Right to be forgotten”
- Right to restriction of processing
- Right to data portability
- Right to object (at legitimate interest of the controller)

3.2. Right to withdraw consent

Depending on your participant status, we kindly ask you for different declarations of consent. These are queried within the online forms or directly inquired from the affected person/group coordinator/company representative. The declarations of consent are not compulsory according to the EU GDPR.

Each data subject has the right to withdraw his/her given consent(s) at any time. The withdrawal of the consent does not affect the legality of the processing carried out based on the declaration of consent until the withdrawal.

Processing of your data by InSession Events to the Scientific Society/organizer of the specific event
Your personal data (comprising name, contact data, address data, organization/institute & registration category), collected by InSession Events and the evaluation and further development of the current event, as well as its future editions.

Transfer of your data to exhibitors and sponsors

Badge scanning in the exhibition area & at sponsor sessions

Please note: If you have your badge scanned by an exhibitor/sponsor at InSession Events meetings, you thereby agree that your personal data (consisting of name, contact data, address data & organization/institute), collected by InSession Events, may be forwarded (via a contracted service provider) to the exhibitor/sponsor by whom you have your badge scanned, and the respective company may contact you directly for its own purposes.

3.3. Right to lodge a complaint with a supervisory authority

Every data subject shall have the right to lodge a complaint with a supervisory authority, if the data subject considers that the processing of personal data relating to him/her infringes to the EU-GDPR.

3.3. Right to lodge a complaint with a supervisory authority acc.

If in your opinion the data proceeding would be contrary to the data processing law or to your data protection high demands, you may complain to the data protection authority of your country.

4. DESCRIPTION OF OTHER PURPOSES

4.1. Advertising/Marketing:

Processing data of the data subject to inform him/her about the events, as well as future and topic-related events.

4.2. Development:

Processing data of the data subject to develop the programme as well as the organisation and implementation of future and topic-related events.

4.3. Publication of the programme:

Processing data of the data subject for the promotion and publication of the event programme via various communication channels (including website and print media).

Concerns the following data subject categories: speaker & chairs, abstract presenters, industry

4.4. Accreditation & Adherence to national and international compliance regulations: DFP, CME, EFPIA, MedTech, etc.

Processing data of the data subject in order to organise the accreditation of the scientific programme and to adhere to national and international compliance regulations in the field of medical events.

Concerns the following data subject categories: organising society, speaker & chairs, abstract presenters, industry.