

PRIVACY STATEMENT

DATA PROCESSING OPERATION: INL 'S CONFERENCE OFFICE DATABASE

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; organizing 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

INL uses your personal data for a limited number of purposes connected to our mission.

When we consider using your personal data for other purposes we will ensure that we notify you first. You will also be given the opportunity to withhold or withdraw your consent for the use of your personal data for purposes other than those listed below.

Purposes for which we may use your personal data include the following:

- Register of personal data on INL's Conference Office Database to facilitate your attendance at Conferences and Events organised by INL in which you have registered.
- Analyse attendance at Conferences and Events organised by INL and any subsequent communications related to said Conferences and Events.

In addition, INL may also use your personal data and/or registration information to:

- Contact you from time to time by email or phone to:
 - (a) provide you with updates and details relating to Conferences and Events organised by INL in which you have registered;
 - (b) inform you about similar events that INL intends to hold in the future;

- handle any legal claims or regulatory proceedings and ensure legal and regulatory compliance.
- improve existing conference and events services.
- manage queries, complaints or disputes.
- provide your registration information to INL's sponsors of Conferences and Events organised by INL in which you have registered (an updated list of which will be available on the Conference or Event website) who may contact you after the event.
- photograph or film parts of the Conferences and Events organised by INL in which you have registered, including group and crowd shots, and use such media for marketing and promotional purposes.
- 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, etc., in accordance with rules laid down in grant agreements with funding entities.

3. Data processed

The data processed, including personal data, contain the following: name, middle name, surname, place of work, department and position held, e-mail address, telephone number, mobile number, fax number, work address, home address, ID type and number, date of birth, VAT number, photographs, images and audio caught in video recordings.

4. How we use your Data

The Personal Data is stored in the database "INL's Conference Office Database", and will be used for the purposes mentioned above.

The Personal Data shall also be stored in the Database "INL's General 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.

5. Controller of the processing operation

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

6. Legal Basis

INL is an intergovernmental organisation, entrusted with a number of privileges and immunities necessary to fulfil its mission, including the inviolability of the INL's premises and archives. The submission of personal data is required to contact and receive information regarding the activities developed by the INL. Therefore, not providing the required personal data or not accepting the privacy statement

concerning this data processing operation will render it impossible to register, submit or receive information regarding said activities. In accordance with the INL Data Protection Policy, we would like to inform you that the personal data obtained from your submission will be incorporated into a record, property of the INL, located in Braga, at Avenida Mestre José Veiga s/n having implemented all security measures.

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

The INL staff will have access to the personal data, as well as INL contractors. Contractors are defined as service providers engaged by INL to perform specific tasks related to the prosecution of INL's 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

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 of a request for removal of personal data from INL's Conference Office Database.