

## **DATA PROTECTION REGULATIONS acc. EU-GDPR**

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### **1. General Regulations**

*The Wiener Medizinische Akademie GmbH reserves the right to amend the existing data protection regulations in strict accordance with prevailing legal norms at any time.*

#### **1.1. Personal Data:**

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

*By registering for the conference, you further agree to the use of your data (name, home address, email address, telephone number) to meet the Covid-19-safety measures and to forward the information to the Covid-19 representative. In case of a suspected or confirmed case, the organizer / society / meeting office as well as the Covi-19 representative are obliged to forward this information to the legal authorities. Therefore, please indicated within the registration process the email address, which you actually check regularly on a basis of 24-48 hrs, as well as you telephone number where you can be reached at any time.*

#### **Registration, abstract submission, additional bookings & hotel booking:**

*A registration and/or abstract submission to 11<sup>th</sup> UDNI conference is not possible without collecting, saving and processing your personal data. This is solely for the purpose of organising and realising 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 11<sup>th</sup> UDNI conference, you grant permission to the Wiener Medizinische Akademie GmbH as well as 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: [dataprotection@medacad.org](mailto:dataprotection@medacad.org).*

#### **1.3. Links to other websites:**

*Our online forms may contain links to other websites. The Wiener Medizinische Akademie GmbH 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 us (Wiener Medizinische Akademie GmbH).*

## **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.*

### **2.1. Controller**

*Ludwig Boltzmann Institute for Rare and Undiagnosed Diseases / Wiener Medizinische Akademie,  
Alser Str. 4, 1090 Vienna*

*T: +43 1 405 1383 0*

*E-mail: [dataprotection@medacad.org](mailto:dataprotection@medacad.org)*

*Management of the person responsible: Mirjam Uebelhör, Jerome del Picchia*

*Data Protection Coordinator: Mirjam Uebelhör*

The data is collected within the framework of the 11<sup>th</sup> UDNI Conference.

**Data processor:**

Vienna Medical Academy GmbH, Alser Str. 4, 1090 Vienna

T: +43 1 405 1383 0

E-mail: [dataprotection@medacad.org](mailto:dataprotection@medacad.org)

Management of the person responsible: Mirjam Uebelhör, Jerome del Picchia

Data Protection Coordinator: Therese Popp

The data is collected within the framework of the 11<sup>th</sup> UDNI Conference.

**2.2. Purposes of Processing:**

Depending on the participant status and the bookings of the data subject (see Booking Overview E-Mail), the data are processed for one or more of the purposes listed below.

<b>Processing Purpose</b>	<b>Data Categories</b>
Participant Management (Virtual Conference platform, Registration, Additional Bookings)	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)
Contact Tracing in the context of the COVID-19 pandemic	name contact data address data vaccination/testing status (sensitive data) NOTE: data is only stored for 28 and then deleted
Hotel Management (speakers)	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) lecture data (speaker, topic, title)
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 anonymised)
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### 2.3. 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 Binding booking of a travel insurance of the data subject - Mondial Congress & Events acts as intermediate only Consent of the data subject (sensitive data)
Contact Tracing in the context of the COVID-19 pandemic	Fulfilment of legal obligations
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 und Awards	Binding completion of the abstract submission for the selected event Acceptance of active participation in the selected event
General Organisation (Accreditation & Compliance, Accounting)	Fulfilment of contract and law Legitimate interest of the controller (see point 4.4.)
Marketing & Development	Legitimate interest of the controller (see point 4.1.-4.2.)

### 2.4. 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 (Virtual Conference Platform, Registration, Additional Bookings)	name contact data address data/invoice data registration data additional bookings travel data (only if necessary) passport data (only if necessary)	organising society, service providers (fulfilment agents)
	special dietary requirements (sensitive data)	Caterer

<i>Contact Tracing in the context of the COVID-19 pandemic</i>	<i>name contact data address data vaccination/testing status (sensitive data)</i>	<i>competent health authorities (district authorities/municipal departments)</i>
<i>Hotel Management</i>	<i>name contact data address data/invoice data hotel booking data travel data (if necessary)  credit card guarantees (if necessary) )</i>	<i>DMC, travel agency, hotels</i>
<i>Scientific management &amp; coordination of grants and awards</i>	<i>name contact data date of birth (if necessary) date of graduation (if necessary) Lecture data (speaker, topic, title)</i>	<i>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.</i>
<i>General Organisation / Accreditation &amp; Compliance</i>	<i>name &amp; city/country institution/organisation (if necessary) specialisation (if necessary) lecture data (speaker, topic, title)</i>	<i>organising society, relevant accreditation authorities, service providers (fulfilment agents)</i>
<i>General Organisation / Accounting</i>	<i>name contact data registration data additional bookings bank data (if necessary) credit card data (if necessary)</i>	<i>organising society, responsible authorities, bank, fiscal office, tax consultant, service providers (fulfilment agents)</i>
<i>Marketing</i>	<i>name contact data</i>	<i>online mailing provider; Mailchimp - USA / Online Mailing Provider / A standard clause agreement with the provider of the mailing software Mailchimp regarding data protection according to the GDPR is in place.; SendinBlue etc.</i>
<i>Development</i>	<i>statistical data (ONLY anonymised)</i>	<i>organising society</i>

### **2.5. Transfer to Third Country:**

<b>Processing Purpose</b>	<b>Data Categories</b>	<b>Recipient Categories</b>
<i>Scientific management &amp; coordination of grants and awards</i>	<i>name contact data date of birth (if necessary) date of graduation (if necessary) Lecture data (speaker, topic,</i>	<i>Oasis – abstract management software – USA A standard clause agreement with the provider of the abstract processing software Oasis regarding data protection</i>

	<i>title)</i>	<i>according to the DSGVO is in place.</i>
<i>Marketing</i>	<i>name contact data</i>	<i>Mailchimp – USA / Online Mailing Provider / A standard clause agreement with the provider of the mailing software Mailchimp regarding data protection according to the GDPR is in place.; SendinBlue etc.</i>

### **2.6. 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.*

*Data collected for the purpose of contact tracing in the context of the COVID-19 pandemic: 28 days*

*All other data are stored for 7 years, to meet the retention period according to the Austrian VAT Act 1994 (Umsatzsteuergesetz 1994) 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 acc. Art 15-21 EU-GDPR:**

- *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)*

*Detailed descriptions can be found here:*

*<http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&from=EN>*

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#### **3.2. Right to withdraw consent acc. Art. 7 EU-GDPR**

*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 LBI/ RUD**

*Your personal data (comprising name, contact data, address data, organization/institute & registration category), collected by the Vienna Medical Academy GmbH, may be passed on to LBI / RUD. The named society has permission to process your personal data and to contact you directly for own purposes incl. society newsletters, promotion of topic-related events, information about activities*

of the society (eg: membership, competitions, travel grants, etc.) and the evaluation and further development of the current event, as well as its future editions.

-> this declaration of consent is queried within the online registration

### **3.3. Right to lodge a complaint with a supervisory authority acc. Art 77 EU-DSGVO**

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. 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 Austrian data protection authority.

### **4. Description of other Purposes**

#### **Legitimate Interests of the Controller acc. Art 6 (1) f) EU-GDPR**

#### **4.1. Advertising/Marketing:**

Processing data of the data subject to inform him/her about the above-mentioned event, 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 the above-mentioned event, 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