

## Privacy policy for congress-registration.ch

The controller within the meaning of the General Data Protection Regulation and other national data protection laws of the Member States as well as other data protection provisions is:

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### General Information

Based on Article 13 of the Swiss Federal Constitution and the data protection provisions of the Confederation (Data Protection Act, DPA), every person has the right to the protection of his or her privacy and to protection against the misuse of his or her personal data. The operators of these pages take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the statutory data protection regulations and this data protection declaration.

In cooperation with our hosting providers, we strive to protect the databases as best as possible against unauthorized access, loss, misuse or falsification.

We would like to point out that data transmission over the Internet (e.g. communication by e-mail) can be subject to security vulnerabilities. A complete protection of the data against access by third parties is not possible.

By using this website, you consent to the collection, processing and use of data in accordance with the following description. This website can be visited without registration. Data such as pages accessed or names of files accessed, date and time are stored on the server for statistical purposes without this data being directly related to your person. Personal data, in particular name, address or e-mail address are collected as far as possible on a voluntary basis. The data will not be passed on to third parties without your consent.

### Processing of personal data

Personal data is all information that refers to an identified or identifiable person. A data subject is a person about whom personal data is processed. Processing includes any handling of personal data, regardless of the means and procedures used, in particular the storage, disclosure, procurement, deletion, storage, alteration, destruction and use of personal data.

We process personal data in accordance with Swiss data protection law. In all other respects, we process personal data - insofar and insofar as the EU GDPR is applicable - in accordance with the following legal bases in connection with Article 6 (1) of the GDPR:

- (a) processing of personal data with the consent of the data subject.
- (b) processing of personal data for the fulfilment of a contract with the data subject as well as for the implementation of corresponding pre-contractual measures.
- (c) processing of personal data to fulfil a legal obligation to which we are subject under any applicable EU law or under any applicable law of a country in which the GDPR is applicable in whole or in part.
- (d) processing of personal data in order to protect the vital interests of the data subject or of another natural person.

(f) processing of personal data in order to protect the legitimate interests of us or third parties, provided that the fundamental freedoms and rights and interests of the person concerned do not prevail. In particular, legitimate interests include our business interest in being able to provide our website, information security, the enforcement of our own legal claims and compliance with Swiss law.

We process personal data for the duration necessary for the purpose or purposes in question. In the case of longer-term storage obligations due to statutory and other obligations to which we are subject, we shall restrict processing accordingly.

### Notes on processing

This website uses the conference management software Converia, which is provided by Lombego Systems GmbH. Medworld AG hosts independently in a Swiss computer centre, Lombego Systems GmbH provides Medworld AG with additional services such as software maintenance and support.

A contract was concluded with Lombego Systems GmbH for order processing pursuant to Article 28 of the GDPR. (For information on the company, see the 'List of processors' section of this document).

### Privacy Policy for SSL/TLS Encryption

This website uses SSL/TLS encryption for security reasons and to protect the transmission of confidential content, such as requests you send to us as a site operator. You can recognize an encrypted connection by the fact that the address line of the browser changes from "http://" to "https://" and by the lock symbol in your browser line.

If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

### Privacy policy for Server-Log-Files

The provider of this website automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. The following data is collected:

- Information on the browser type and version used
- The user's operating system
- The user's internet service provider
- The user's IP address
- Date and time of access

These data cannot be assigned to specific persons. This data will not be merged with other data sources. We reserve the right to subsequently check this data if we become aware of concrete indications of illegal use.

### Privacy policy for Cookies

#### 1. Description and scope of data processing

Our website uses cookies. Cookies are small text files that make it possible to store specific, user-related information on the user's computer system while he or she is using the website. Cookies make it possible in particular to determine the frequency of use and number of users of the pages, to analyse the behaviour of page use, but also to make our offer more customer-friendly. Cookies remain stored at the end of a browser session and can be called up again when you visit the site again. If you do not wish this, you should set your Internet browser so that it refuses to accept cookies.

A general objection to the use of cookies for online marketing purposes can be raised for a large number of services, especially in the case of tracking, via the US website

<http://www.aboutads.info/choices/> or the EU website <http://www.youronlinechoices.com/>.

Furthermore, the storage of cookies can be achieved by switching them off in the browser settings.

Please note that in this case not all functions of this online offer can be used.

**We classify cookies into the following categories:**

**Necessary cookies (type 1)**

These cookies are essential for websites and their functions to work properly. Without these cookies, services such as attendee registration cannot be provided.

**Functional cookies (type 2)**

These cookies make it possible to improve the convenience and performance of websites and to provide various functions. For example, language settings can be stored in functional cookies.

**Performance cookies (type 3)**

These cookies collect information on how you use websites. For example, performance cookies help us to identify particularly popular areas of our internet presence. This way we can adapt the content of our websites more specifically to your needs and thereby improve what we offer you. No personal data is stored in these cookies. Further details on how the information is collected and analyzed can be found in the section "Analysis of usage data".

**Third-party cookies (type 4)**

These cookies are installed by third parties, e.g. social networks. Their main purpose is to integrate social media content on our site, such as social plugins. Information on how we use social plugins can be found in the "Social Plugins" section of the privacy statement.

**2. Legal basis for data processing**

The legal basis for the processing of personal data using cookies is Article 6 (1) (f) of the GDPR.

**3. Purpose of data processing**

We use the following cookies on our websites:

| Cookie name  | Purpose                            | Type |
|--------------|------------------------------------|------|
| PHPSESSID    | Identification of a user session   | 1    |
| Converia_SID | Identification of a front-end user | 1    |

**4. Storage period, possibility of objection and deletion**

Cookies are stored on the user's computer and transmitted from there to our website. This means that you as user have full control over the use of cookies. By changing the settings in your internet browser, you may deactivate or restrict the transmission of cookies. Cookies that have already been stored can be deleted at any time. This can also be effected automatically. If cookies are deactivated for our website, it may no longer be possible to use all of the website's functions in full.

[Registration & Use of the Conference Management Software's Functions](#)

**1. Description and scope of data processing**

The conference management software offers users the possibility to register by entering personal data. The data is entered into an input mask and then transmitted to us and stored.

Mandatory information may be requested during registration. This information must be entered completely and accurately. If this is not the case, the registration will be rejected.

For example, a registration process is usually required for the following activities:

- Registration as a participant for an event
- Submission of a scientific contribution to the system
- Reviewing of scientific contributions
- Actions as a speaker or chair of a session
- Using the favorites feature of the conference planner

The following data is collected and stored during the registration process and use of the software features:

- Access data (username, password)
- Address details
- Email address
- Shopping cart data
- Billing information
- Information on contributions submitted
- Temporal and spatial scheduling data (conference schedule)
- Information on memberships
- Information on verification (e.g. student identification)

### **Payment processing**

Various payment options (e.g. invoice/bank transfer, credit card) are available for payment processing when participants register for an event. Sensitive payment information is not stored in the conference management system itself. For this purpose, specially certified payment service providers are employed which perform the data processing and storage (SaferPay, <https://www.six-payment-services.com>). The user is led directly to the website of the respective provider. Further information on data protection can be found on the websites of the respective service provider.

The following data is collected for payment processing:

- selected method of payment
- invoice amount
- amounts paid
- billing data

### **2. Legal basis for data processing**

The legal basis for the processing of data is Article 6 (1) (a) of the GDPR, provided the user's consent has been obtained.

If registration serves the fulfilment of a contract to which the user is a party or the implementation of pre-contractual measures, the additional legal basis for processing of the data is Article 6 (1) (b) of the GDPR.

### **3. Purpose of data processing**

A registration of the user is necessary for the fulfilment of a contract with the user or for the implementation of pre-contractual measures.

### **4. Storage period**

The data will be deleted as soon as it is no longer required to achieve the purpose for which they were collected.

This is the case for data collected during the registration process to fulfil a contract or to implement pre-contractual measures, when this data is no longer required for the fulfilment of the contract. After conclusion of the contract, it may still be necessary to store personal data of the contractual partner in order to fulfil contractual or legal obligations.

Since the access data including address data can be used for other events such as follow-up events, this data will be removed from the system within 2 years after the last login.

### **5. Possibility of objection and deletion**

As a user you have the possibility to cancel the registration at any time. You can have the data stored about you amended at any time.

For this purpose, please contact the controller by e-mail or telephone (see information above).

If the data is required to fulfil a contract or to carry out pre-contractual measures, a premature deletion of this data is only possible to the extent that contractual or legal obligations do not preclude deletion.

## Rights of the Data Subject

Should personal data related to you be processed, this means that you are a data subject within the meaning of the GDPR and have the following rights vis-à-vis the controller:

### 1. Right to information

You may request confirmation from the controller as to whether personal data concerning you is processed by us.

If such processing has taken place, you can request the following information from the controller:

- (1) the purposes for which personal data has been processed;
- (2) the categories of personal data that have been processed;
- (3) the recipients or categories of recipients to whom the personal data concerning you have been or are still being disclosed;
- (4) the planned duration of the storage of personal data concerning you or, if specific information on this is not available, the criteria for determining the storage period;
- (5) the existence of a right to rectification or deletion of personal data concerning you, a right to restriction of processing by the controller or a right to object to such processing;
- (6) the existence of a right to lodge a complaint with a supervisory authority;
- (7) any available information on the origin of the data if the personal data were not collected from the data subject;
- (8) the existence of automated decision-making, including profiling in accordance with Article 22 (1) and (4) of the GDPR and –at least in these cases – meaningful information on the logic involved as well as the scope of such processing and its intended effects on the data subject.

You have the right to request information as to whether the personal data concerning you is transferred to a third country or to an international organisation. In this context, you can request information on the appropriate safeguards pursuant to Article 46 of the GDPR in connection with the transfer.

### 2. Right to rectification

You have the right to request from the controller rectification and/or completion of the processed personal data concerning you if this data is incorrect or incomplete. The controller must carry out the rectification without delay.

### 3. Right to restriction of processing

Under the following conditions, you can request the processing of personal data concerning you to be restricted:

- (1) if you contest the accuracy of the personal data concerning you for a period that enables the controller to verify the accuracy of the personal data;
- (2) if the processing is unlawful and you refuse deletion of the personal data and instead request that use of the personal data should be restricted;

- (3) if the controller no longer needs the personal data for the purposes of the processing, but you require them for establishing, exercising or defending legal claims; or
- (4) if you have objected to processing pursuant to Article 21 (1) of the GDPR and it has not yet been established whether the legitimate reasons of the controller outweigh your reasons.

If the processing of personal data concerning you has been restricted, such data shall - with the exception of storage - only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

If you have obtained restriction of processing under the conditions specified above, you will be informed by the controller before the restriction of processing is lifted.

#### **4. Right to erasure**

##### *a) Obligation to erase*

You may request the controller to erase the personal data relating to you without delay, in which case the controller is obliged to erase this data without delay if one of the following reasons applies:

- (1) The personal data concerning you are no longer necessary for the purposes for which they were collected or otherwise processed.
- (2) You withdraw your consent on which the processing was based in accordance with Article 6 (1) (a) or Article 9 (2) (a) of the GDPR, and there is no other legal basis for the processing.
- (3) You object to the processing pursuant to Article 21 (1) of the GDPR and there are no overriding legitimate grounds for the processing, or you object to the processing pursuant to Article 21 (2) of the GDPR.
- (4) The personal data concerning you have been processed unlawfully.
- (5) The personal data concerning you have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.
- (6) The personal data concerning you have been collected in relation to the offer of information society services pursuant to Article 8 (1) of the GDPR.

##### *b) Information to third parties*

Where the controller has made your personal data public and is obliged pursuant to Article 17 (1) of the GDPR to erase it, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers who are processing your personal data that you, as the data subject, have requested the erasure by such controllers of any links to or copies or replications of this personal data.

##### *c) Exceptions*

The right to erasure shall not apply to the extent that processing is necessary:

- (1) for exercising the right of freedom of expression and information;
- (2) for compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject, or for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller;
- (3) for reasons of public interest in the area of public health in accordance with points (h) and (i) of Article 9 (2) and Article 9 (3) of the GDPR;

- (4) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) of the GDPR, in so far as the right referred to in section a) is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
- (5) for the establishment, exercise or defence of legal claims.

### **5. Right to notification**

If you have exercised your right to rectification, erasure or restriction of processing vis-à-vis the controller, the controller is obliged to communicate this rectification or erasure of personal data or restriction of processing to all recipients to whom your personal data has been disclosed, unless this proves impossible or involves disproportionate effort.

You have the right to be informed by the controller about those recipients.

### **6. Right to data portability**

You have the right to receive the personal data concerning you, which you have provided to the controller, in a structured, commonly used and machine-readable format. In addition, you have the right to transmit the data to another controller without hindrance from the controller to whom the personal data has been provided, as long as

- (1) the processing is based on consent pursuant to Article 6 (1) (a) of the GDPR or Article 9 (2) (a) of the GDPR or on a contract pursuant to Article 6 (1) (b) of the GDPR; and
- (2) the processing is carried out by automated means.

In exercising this right, you also have the right to have the personal data concerning you transmitted directly from one controller to another, where technically feasible. This must not adversely affect the rights and freedoms of others.

The right to data portability does not apply to processing of personal data that is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

### **7. Right to object**

You have the right to object at any time, on grounds relating to your particular situation, to any processing of your personal data pursuant to Article 6 (1) (e) or (f) of the GDPR; this also applies to profiling based on those provisions.

The controller will no longer process the personal data concerning you, unless the controller demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.

Where personal data concerning you are processed for direct marketing purposes, you have the right to object at any time to processing of the personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing.

If you object to processing for direct marketing purposes, the personal data concerning you will no longer be processed for such purposes.

In the context of the use of information society services - and notwithstanding Directive 2002/58/EC - you may exercise your right to object by automated means using technical specifications.

### **8. Right to withdraw the declaration of consent under data protection law**

You have the right to withdraw your declaration of consent under data protection law at any time. The withdrawal of consent will not affect the lawfulness of processing carried out on the basis of your consent before its withdrawal.

## 9. Right to lodge a complaint with a supervisory authority

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement, if you consider that the processing of personal data concerning you infringes the GDPR.

The supervisory authority with which the complaint has been lodged will inform the complainant on the progress and outcome of the complaint, including the possibility of a judicial remedy pursuant to Article 78 of the GDPR.

### List of Processors

Lombego Systems GmbH  
Kaufstr. 2-4  
99423 Weimar

Type of processing:

- Maintenance and support

### Privacy policy for the use of Google Web Fonts

This website uses so-called web fonts provided by Google for the uniform display of fonts. When you call up a page, your browser loads the required web fonts into your browser cache to display texts and fonts correctly. If your browser does not support web fonts, a standard font will be used by your computer.

More information about Google Web Fonts can be found at <https://developers.google.com/fonts/fa> and in Google's privacy policy: <https://www.google.com/policies/privacy/>

### External payment service providers

This website uses the external payment service provider "SaferPay" (<https://www.six-payment-services.com>), through whose platforms users and we can carry out payment transactions.

Within the framework of the fulfilment of contracts, we shall appoint payment service providers on the basis of the Swiss Data Protection Ordinance and, where necessary, Article 6 (1) (b) of the EU GDPR. In addition, we use external payment service providers on the basis of our legitimate interests in accordance with the Swiss Data Protection Ordinance and, where necessary, in accordance with Article 6 (1) (f) of the EU GDPR in order to offer our users effective and secure payment options.

The data processed by the payment service providers includes inventory data, such as name and address, bank data, such as account or credit card numbers, passwords, TANs and checksums, as well as contract, sum and recipient details. The information is required to complete the transactions. However, the data entered will only be processed and stored by the payment service providers. As the operator, we do not receive any information about (bank) accounts or credit cards, but only information to confirm (accept) or refuse payment. The data may be transmitted by payment service providers to credit reference agencies. The purpose of this transmission is to check identity and creditworthiness. In this regard we refer to the General Terms and Conditions and data protection notices of the payment service providers.

Payment transactions are subject to the terms and conditions and the data protection notices of the respective payment service providers, which can be accessed within the respective website or transaction applications. We also refer to these for the purpose of further information and assertion of revocation, information and other rights affected.



## Administration, financial accounting, office organisation, contact management

We process data in accordance with the data protection regulations of the Federal Government (Data Protection Act, DPA) and the EU GDPR within the context of administrative tasks as well as organization of our business, financial accounting and compliance with legal obligations, such as the archiving of acquired certificates to prove acquired credits. Here we process the same data that we process within the framework of the provision of our contractual services. The processing bases are Article 6 (1) (c) of the GDPR, Article 6 (1) (f) of the GDPR. The processing affects customers, interested parties, business partners and website visitors. The purpose and interest of our processing lies in the administration, financial accounting, office organization, archiving of data, i.e. tasks that serve to maintain our business activities, perform our duties and provide our services. The erasure of the data with regard to contractual services and contractual communication corresponds to the data specified in these processing activities.

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Anyone who commits a copyright infringement without the consent of the respective copyright holder may be liable to prosecution and, if necessary, to damages.

## General disclaimer of liability

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## Modifications

We may change this privacy statement at any time without notice. The current version published on our website applies. If the Privacy Policy is part of an agreement with you, we will notify you of the change by email or other suitable means in the event of an update.

## Questions to the website operator

If you have any questions about data protection, please send us an e-mail or contact the person responsible for data protection in our organisation listed at the beginning of the data protection declaration.

Steinhausen, 30.10.2019