

## 1. INTRODUCTION:

We, European Academy of Allergy and Clinical Immunology (EAACI) take protection of your personal data very seriously and strictly adhere to the rules laid out by data protection laws and General Data Personal Regulation (GDPR).

This privacy notice aims to give you information on how EAACI collects and processes your personal data through your use of this site, including any data you may provide if you contact us regarding our services.

K.I.T. Group, provider of the EAACI Congress 2020 is committed to the protection of your personal data and guarantees it according to the German Federal Data Protection Act (BDSG) / EU General Data Protection Regulation (EU GDPR). All data is controlled by EAACI and processed by K.I.T. Group. Please note that this translation has only been provided to you for your convenience. Please request the original in German language for a legally binding document. By using this website or this service, personal information and technical data will be collected, stored, processed (and deleted).

### **Data collection on our website**

Who is responsible for the data collection on this website?

The data collected on this website are processed by the website operator. The operator's contact details can be found in the website's required legal notice.

### **How do we collect your data?**

In the course of the registration, personal data (for example name, address, contact information, etc.) as well as detailed data required for processing (e.g. desired type of registration, type of participant, additional booking options) are collected. In addition, payment information (account details, credit card information) may be requested, depending on the options selected. If necessary, statistical data such as occupation, field of study, etc. are also recorded. Your data will be collected only when you provide it to us. This may be data that you enter in a contact form. Other data is collected automatically by our IT systems when you visit the website. This data is primarily technical data such as the browser and operating system you are using or when you accessed the page. This data is collected automatically as soon as you enter our website.

### **What do we use your data for?**

Part of the data is collected to ensure the proper functioning of the website. Other data can be used to analyze how visitors use the site.

In particular, data is collected for the following purposes:

## 2. HOW WE PROCESS YOUR INFORMATION

### 2.1 PROFILE- / LOG-IN DATA

To use the profile, various personal information must be provided (last name, first name, gender, nationality, email, postal address and password). This data is required to provide individualized access to our services.

### 2.2 REGISTRATION

As part of the registration process, various personal information (name, address, contact details, etc.) will be collected as well as information required to complete your registration (desired registration type, participant type, additional booking options, etc.). Depending upon your booking type and preferences, payment data (account details, credit card details) may be collected as well. You may also be asked to provide information such as profession, field of study, etc. for statistical purposes.

## 2.3 REACT FAST

As part of the registration process, various personal information (name, address etc.) will be collected as well as information required to complete your registration (desired registration type, participant type, additional booking options, etc.). These data are required to generate the barcode that will allow rapid and smooth registration at the conference venue.

## 2.4 CERTIFICATE OF ATTENDANCE

In order to provide certification of attendance, participants' personal data (name, address, occupation, etc.) are required.

## 2.5 ACCOMMODATION

As part of the accommodation booking, various personal information (name, address, contact details, etc.) as well as data required to complete your booking (requested hotel, room type, length of stay, etc.) will be collected. Depending upon your booking type and preferences, payment data (account details, credit card details) may be collected as well. In addition to the procedures described in section "Processing & Distribution", personal information and payment data will be forwarded to the respective hotels to secure the booking.

## 2.6 Abstracts

As part of the abstract submission, various personal information (name, address, contact details, etc.) as well as information required to complete your submission (author status, registration data, membership data, etc.) will be collected. Furthermore, individual data and documents (scientific abstracts, application forms, supporting documentation, etc.) will be collected. This data may – at the discretion of K.I.T. Group – be made publicly accessible in print or in electronic form such as abstract books, scientific journals, conference programs, online databases and catalogues as well as on related websites.

## 2.7 LEAD CAPTURE

As part of the Lead Capture service, Please be aware that during the congress you will be scanned at the entrance of the lecture rooms during EAACI official sessions for CME attribution reasons. Furthermore when presenting your badge for scanning on an exhibition stand or during industry supported sessions, during the Congress, the following personal data can be retrieved by the corresponding exhibitor or industry: first name(s), last name(s), address, telephone, fax, email, and profile information.

## 2.8 REACT TRAVEL

As part of your booking process, various personal information (name, address etc.) will be collected and transmitted to our respective subcontractor or service provider according to § 11 BDSG (Federal Data Protection Act / Art. 28, 29 EU GDPR). The collected data will be used exclusively for the booking process and will not be passed onto third parties under any circumstances.

## 2.9 AUTOMATIC TECHNICAL COLLECTION OF DATA

By using this website, various technical data will be collected automatically. Among this, but not restricted to, is the following information: operating system, browser type and version used, referrer URL, IP address, date and time of access. This data will be saved routinely and deleted automatically after an appropriate period of time. This data may be linked to individual user data. The use of some services may require the acceptance of cookies (text files that may, for example, contain your preferences and login data to allow automatic log-in and extended functionality). The usage of cookies can be configured in the settings of your computer; where you may also delete them.

## 2.10 PROCESSING & DISTRIBUTION

All data mentioned above will only be collected as necessary for the provision of the services described (non-optional fields). Additional data may be provided voluntarily (optional fields) to increase the quality of service. All data is being collected, saved, processed and deleted according to German data protection laws and regulations. Whenever necessary for the provision of services, data may be transmitted to sub-contractors or service providers. This may include transmission of data to other countries, including countries outside the European Union. Your data may be made available to governmental authorities, e.g. if a venue has increased security regulations. Your data may also be used for communication and information related to the event. According to your preferences stated in section "Acceptance" at the end of the registration form, your data may also be used for further purposes (see further paragraphs).

For a complete list of sub-contractors, service providers and Founder sponsors, please refer to section 8 "Data Transfers and Third Parties"

### 3. USE OF 'COOKIES'

Cookies are Small text files (typically made up of letters and numbers) placed in the memory of your browser or device when you visit a website or view a message. Cookies allow a website to recognize a particular device or browser.

At EAACI we set and use some cookies ourselves but only on our site. These are called first party cookie. When cookies are served by another domain they are called "third party cookies". Please see what cookies we use below:

#### First Party Cookies

Cookie Name	Domain	Expiry	Purpose
_ga	.eaaci.org	2 Years	These cookies are set by google analytics. More about google analytics is available <a href="#">here</a> .
_gid		24 Hours	

### 4. HOW LONG DO WE KEEP INFORMATION FOR

We pride ourselves on ensuring that your personal data is retained for the period that EAACI needs it for. All personal information collect has a defined retention period, which is in-line with our retention policy. If you would like to find out how long your information is being retained, please see "additional information", section 10 of this policy.

### 5. SECURITY OF PERSONAL INFORMATION

EAACI is committed to handling your personal information with high standards of information security. In order to protect and safeguard the personal data provided to us, we have implemented and use appropriate business systems and procedures. For example, your credit card information is transmitted to us through a secure server protocol, which encrypts all your personal and credit card details. The encryption method used is the industry standard "Transport Layer Security (TLS)" technology. Our TLS certificate has been issued by utn.usertrust.com.

Furthermore, we have implemented and use security procedures and technical and physical restrictions for accessing and using personal information. Only authorized employees are permitted to access personal information for performing their duties in respect of our services. Our server and network are protected by firewalls against unauthorized access and we have intrusion detection systems that monitor and detect unauthorized (attempts to) access to or misuse of our servers.

Your credit card details will be kept by K.I.T. Group until nine months after the end of the congress and thereafter safely deleted.

### 6. CHILDREN'S INFORMATION

EAACI does not knowingly collect information on children without consent from a responsible parent. If EAACI have collected personal information on a child, please see section 10 immediately, so we can remove this information without any undue delay.

## 7. YOUR INDIVIDUAL RIGHTS

In this Section, we have summarised the rights that you have under General Data Protection Regulation. Our summaries are not intended to provide a full explanation of the rights under the GDPR. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

Your principal rights under General Data Protection Regulation are:

- Right to Access
- Right to Rectification
- Right to Erasure
- Right to Restrict Processing
- Right to Object
- Right to Data Portability

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.

You as a data subject have the right to rectification, which will allow you as the data subject to modify/change any personal information to the purpose of ensuring that the information we process is update to date.

The right to erasure or right to be forgotten will allow you as the data subject to inform us that you no longer want EAACI to continually to store or process your personal information. Please be aware that we may decline your right for a number of reason, which are not limited to, having a lawful basis to process your information or us needing your information for the performance of a contractual obligation.

As a data subject, you have the right to stop any processing of your personal information. Please be aware that you must provide us with a legitimate reason for us to stop processing. Any request made that doesn't conform to the GDPR will be rejected.

On occurrence EAACI may send you marketing emails to make you aware on new products that we believe can benefit you, the data subject. As you have the right to object, you can click the unsubscribe link on all of our emails to inform us that you no longer want to receive marketing emails from us.

The right to data portability will allow you as the data subject to have you personal information securely transferred to another organisation for processing. At EAACI we place this reasonability on you that data subject. When you make this request, we will export all information about you and securely transfer it to yourself. You, the data subject will be able to give this information to your chosen organisation.

If you have any question about these rights, please see "additional information", section 10 of this policy.

## 8. DATA TRANSFERS/THIRD PARTIES

### 8.1 PROVIDING YOUR INFORMATION TO OTHERS

EAACI may disclose your personal data to some third parties insofar as reasonably necessary for the purposes, and on the legal bases, set out in this policy. Third parties that we use are listed below.

## 8.2 Analytics

We use third-party analytic tools to better understand who is using the website and how people are using it so we can continuously improve it. These tools may use cookies and other technologies to collect information about your use of the website and your preferences and activities. These tools collect information sent by your device or the website and other information that assists us in improving the website. This information may be used to analyse and track data, determine the popularity of certain content, and better understand your online activity, among other things.

We use Google Analytic's to better understand who is using the website and how people are using it. Google Analytic's uses cookies to collect and store information such as website pages visited, places where users click, time spent on each website page, Internet Protocol address, type of operating system used, location-based data, device ID, search history, gender, age, and phone number. We use this information to improve the website and as otherwise described in this Privacy Policy. Please see <http://Analytic.google.com/policies/privacy/partners/> for information about how Google Analytic's uses this information, and visit <https://tools.google.com/dlpage/gaoptout> for information about the Google Analytic's Opt-out Browser Add-on. Google may track your activity over time and across websites

## 8.3 OTHER THIRD PARTIES

CYIM SAS

31 Rue de la Frébardière  
35135 Chantepie  
France

H+S REISEN Vermittlungs GmbH  
Nollendorfstr.28  
10777 Berlin  
Germany

INTERPLAN Congress, Meeting & Event Management AG  
Landsberger Straße 155  
80687 Munich  
Germany

Jointogether Group S.L.  
Nàpols, 187, 2nd Floor  
08013 Barcelona  
Spain

VOBE - Inspires People GmbH  
Elisabethkirchstr. 16  
10115 Berlin  
Germany

### 8.3 INFORMATION SECURITY WITH TRANSFERS

In this Section 8.3, we provide information about the circumstances in which your personal data may be transferred to countries outside the European Economic Area (EEA).

We, EAACI do transfer personal information to third parties outside of the European Economic Area (EEA). We take steps to ensure that where your information is transferred outside of the EEA by our service providers and hosting providers, appropriate measures and controls are in place to protect information in accordance with applicable data protection laws and regulations. For example, we may share information with affiliates based outside the EEA for the purposes foreseen by this Privacy Notice. EAACI are subject to EAACI data protection policies designed to protect data in accordance with EU data protection laws. In each case, such transfers are made in accordance with the requirements of Regulations (EU) 2016/679 (the General Data Protection Regulations or “GDPR”) and may be based on the use of the European Commission’s Standard Model Clauses for transfers of personal data outside the EEA

### 9. RIGHT TO COMPLAINT

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the data protection officer for our company:

Data protection officer

Messe Berlin GmbH

Messedamm 22

14055 Berlin

Tel.: +49 30 3038 2889

[datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de)

Alternatively, you can make a complaint to the supervisory official in your chosen country

### 10. ADDITIONAL INFORMATION

Your trust is important to us. That is why we are always available to talk with you at any time and answer any questions concerning how your data is processed. If you have any questions that could not be answered by this privacy policy or if you wish to receive more in depth information about any topic within it, please contact our data protection officer, Messe Berlin GmbH, Phone +49 30 3038 2889 or via email: [datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de)

## 11. REVIEW OF THIS POLICY

We keep this Policy under regular review. This Policy was last updated on 31. October 2019.

### 11.1 AMENDMENTS

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.