

EEA Privacy Notice for Conference/Event Participants **INDIANA UNIVERSITY CONFERENCES**

This privacy notice outlines how and why the Indiana University Conferences (IUC) collects, uses and stores your personal data, and your rights in relation to the personal data we hold. We may modify or amend this Privacy Notice. The most current version will always be available on our Website and, where appropriate, notified to you by e-mail. If you have any questions about such matters, you can contact us at gscott@iu.edu.

RIGHTS OF THE DATA SUBJECT

- With regard to the processing of personal data, you have the following rights:
 - Request from us access to your personal data pursuant to Art. 15 GDPR.
 - Request from us rectification of your personal data pursuant to Art. 16 GDPR.
 - Request from us erasure of your personal data pursuant to Art. 17 GDPR.
 - Request from us restriction of processing pursuant to Art. 18 GDPR.
 - Right to data portability pursuant to Art. 20 GDPR.
- Right to Object
 - You have the right to object on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Art. 6(1)(e) or (f) GDPR, including profiling based on those provision pursuant to Art. 21 (1) GDPR.
 - Where personal data are processed for direct marketing purposes, you have the right to object at any time to processing of personal data concerning you for such marketing, which includes profiling to the extent that is related to such direct marketing pursuant to Art 21 (2) GDPR.
- Right to withdraw consent
 - Where the processing is based on your consent (Art. 6(1)(a) or Art. 9(2)(a) GDPR, you have the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
- Right to lodge a complaint
 - You have the right to lodge a complaint with a supervisory authority pursuant to Art. 57(1)(f) GDPR

IDENTITY AND CONTACT DETAILS OF THE CONTROLLER

The controller is:

Indiana University
Registration Manager, Indiana University Conferences
801 N. Jordan Ave., Suite 101, Bloomington, IN 47405
gscott@iu.edu
1-812-855-4661
(hereafter “Indiana University” or “we”)

WHAT PERSONAL DATA DO WE COLLECT?

The personal information we may collect from you is the following:

- personal data including your name, gender and other demographic information (for example, student/professional status, research interests, etc.)
- contact data including your home/school address, citizenship, email address, and phone number
- education, and work/volunteer experience
- recommendations from third parties (for camp counselors, for example)
- profile data including your specific requests, preferences, feedback, survey responses
- other information you share during while registering for a conference/event

HOW DO WE COLLECT YOUR PERSONAL DATA?

We collect information about you when you:

- register for an event - conference, seminar, event, workshop or summer camp
- request information to be sent to you
- request assistance with initiating visa application process
- participate in IUC-initiated events and programs and events at Indiana University
- participate in programs and events for which IUC has contracted as the conference planning organization and is collecting registration and revenue information
- request additional conference services such as transportation, accommodations and dining, and accommodation for special needs
- interact with any IUC page or account on a social media platform
- provide your personal information to other parties such as official organization representatives, consultants and others*.

Note: * When we obtain personal data from third-party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.

THE BASIS FOR PROCESSING YOUR INFORMATION AND HOW WE USE IT

The lawful base for data processing is a contractual obligation, or steps on your part to enter into a contract with IUC – based on your request to participate in an event organized by IUC, other Indiana University departments, or organizations that have contracted with IUC to manage their conference or event. In this respect, we use your personal data for the following:

- to communicate with you about events and conferences in which you have expressed an interest, may have an interest or are due to attend, either as a guest, a speaker or an organizer
- to record individuals who expressed an interest in attending an event, who are registered to attend, or have attended events to allow us to properly manage the event
- for the purpose of monitoring attendance of people at events and conferences, as part of the University's health and safety arrangements

- to make reasonable adjustments for dietary requirements or disabilities which you declare to us
- to record views and concerns of event attendees to help us plan future events
- where necessary to take payments from you for events and conferences which involve a registration fee, or where attendees can make discretionary payments for services or products related to the event
- maintain an accurate record of correspondence with you
- maintaining a photographic record of events held at the conference or event (with your permission)
- administration and organization of event and conference bookings
- to record offers of philanthropic support
- with your consent, to send newsletters and otherwise communicate with you about future events, activities and initiatives

We may also process your personal data because it is necessary for our legitimate interests. In this respect, we may use your personal data for the following:

- to monitor and evaluate the performance and effectiveness of the university, program or event, including training and/or monitoring our staff performance
- to promote equality and diversity throughout the university
- to promote our services (e.g. provide information about summer programs, student exchange programs, or other events happening on and off campus – with participant's express permission, only)
- to recover money you may owe to IUC

We may also process your personal data in relation to compliance with our legal obligations. In this respect, we may use your personal data for the following:

- financial audits
- compliance with anti-money laundering laws and safeguarding requirements
- prevention and detection of crime
- criminal investigations - assist with investigations (including criminal investigations) carried out by the police and other competent authorities

We may also process your personal data where:

- it is necessary for medical purposes (e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional)
- it is necessary to protect your or another person's vital interests
- or we have your specific or, where necessary, explicit consent to do so

WITH WHOM WE SHARE YOUR DATA

Other than sharing your information with other appropriate university personnel and units to ensure the quality, functionality, and security of our website, or manage your relationship with us, we will not disclose personally identifiable information about your use of the site except under the following circumstances:

- With your prior written (including email) consent
- When we have given you clear notice that we will disclose information that you voluntarily provide
- With appropriate external parties, such as law enforcement agencies, in order to investigate and respond to suspected violations of law or university policy. Any such disclosures shall comply with all applicable laws and university policies.
- Your data may also be shared with conference service providers such as hotels, travel organizations, and others who provide service related to the conference or event for which you have specifically enrolled.
- We intend to transfer personal data to the following third country (country outside of the European Economic Area): USA

HOW LONG WE KEEP IT

We will not keep your personal data for any longer than is necessary to support our business functions, comply with any relevant legislation or regulatory requirements, and enable all parties to establish, uphold and defend legal claims. For this reason, the personal data that we collect in running events and conferences needs to be retained for different periods of time.

If you express interest in an event or conference and join a mailing list (we will always tell you if this will happen), we will hold your information until you tell us to stop. If you are not added to a mailing list, we will retain your data for no longer than 6 months from the date of the event. If you attend an event, correspond or provide feedback to us about the event, we will hold the data you give us for one year from the date of the event.

Attendance records from events are held for three years from the date of the event and will include all the information you provide us with when you sign up for the event (including any dietary, disability or health information). Aggregated information regarding attendance at an event will be retained indefinitely.

Credit card numbers, security codes, and bank account information are never retained.

COLLECTION AND USE BY THIRD-PARTY VENDORS

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies (described above) to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including possibly your IP address) will be transmitted to and stored by Google.

For more information, please visit [Google's Privacy Policy](#).

We do not sell data or databases to third parties for any reasons.

COOKIES POLICY

A [cookie](#) is a small data file that is written to your hard drive that contains information about your visit to a web page. If you prefer not to receive cookies, you may configure your browser not to accept them at all, or to notify and require approval before accepting new cookies. Some web pages/sites may not function properly if the cookies are turned off, or you may have to provide the same information each time you visit those pages.

In order to customize the information and services offered to you, our site uses cookies to:

- customize web page content on visitors' browser type or other information that the visitor sends
- Aggregate information collected by Google Analytics