



CRANIO RESEARCH CONGRESS

Privacy Policy

The Cranio Research Congress highly regards the privacy of its attendees, prospective attendees, sponsors, supporters, and visitors to its website.

To understand how we process your personal data and the rights you have in relation to this data, please read our privacy policy carefully. Note that the Cranio Research Congress reserves the right to change this privacy policy from time to time. Please check the privacy policy frequently via the link on the homepage of our website.

1 Who are we?

The Cranio Research Congress (hereafter “CRC”) is the controller of all personal data it processes about its attendees, prospective attendees, sponsors, supporters, suppliers and visitors to its website.

Our contact details are:

Cranio Research Congress
Hugo Verriestlaan 146 - 8500 Kortrijk - Belgium
Tel/fax: +31 84 83 85 028
E-mail: [privacy \(at\) craniocongress.org](mailto:privacy@craniocongress.org)

2 What categories of personal information does CRC process?

CRC may collect and process personal data about you in the course of organizing the congress, including through your use of our website, when you contact or request information from us, when you engage our services or as a result of your relationship with us as a sponsor or supporter.

With regard to our attendees and prospective attendees, we collect and process the following categories of personal data we receive directly from them:

- Basic information, such as your name (including name prefix or title), the organization you work for, your title or position;
- Contact information (such as name, address, telephone number and/or e-mail address);

CRC may also process additional information received from other sources (such as publicly available information sources).

With regard to our newsletter subscribers, CRC processes the following information:

- Email.

CRC processes the following information concerning its sponsors and supporters:

- Basic information, such as your name (including name prefix or title), the company you work for, your title or position;
- Contact information (e.g. name, address, telephone number and/or e-mail address);
- Information regarding the products or services you provide;
- Financial information, such as bank account information.

CRC processes the following information concerning its suppliers:

- Basic information, such as your name (including name prefix or title), the company you work for, your title or position;
- Contact information (e.g. name, address, telephone number and/or e-mail address);
- Information regarding the products or services you provide;
- Financial information, such as bank account information.

Through our website, CRC will not collect any personal data about you (e.g. your name, address, telephone number or e-mail address), unless you voluntarily choose to provide us with it (for example by registering for an event, information given as part of job application), or provide your consent.

3 For what purposes do we process your personal data?

In general, CRC processes your personal data for the following purposes:

- To communicate with you, including replying to your requests;
- To provide and improve our services, including handling the personal information of others on behalf of our attendees
- To promote our services, including sending updates, publications and details of events;
- To manage and administer our relationship;
- To ensure the security of our congress and its facilities;
- To fulfil our legal and regulatory obligations;
- To defend our legal rights;

We do not sell or market your personal data to third parties.

CRC will collect, use or disclose personal data supplied by you online, only for the purposes disclosed to you, unless the disclosure:

- Is a use of the personal data for any additional purpose that is directly related to the original purpose for which the personal data was collected;
- Is necessary to prevent fraud or other illegal activities.

As a prospective attendee or a visitor of our website, you are not obliged to provide any personal data to us. If you are an attendee, sponsor or supporter, the provision of certain personal data is a statutory or contractual requirement (e.g., we need certain personal data in order to document our engagement, for billing purposes).

4 What are the legal bases for our use of your personal data?

CRC processes your personal data on the following bases:

1. The processing is necessary for the performance of a contract, such as admission to the congress. We process personal data prior to entering into a contract, for example to provide our services and in the normal course of our business.
2. The processing is necessary for the purposes of the legitimate interests pursued by CRC. The legal bases of CRC for processing personal data is its legitimate interest to improve and further develop the services it renders and its position in the market, for example, to communicate with its attendees, prospective attendees, sponsors and supporter, and to provide them with information, such as newsletters, invitation to events, updates on developments within CRC.
3. Compliance with legal and regulatory obligations to which CRC is subject.
4. Your consent.

5 Who do we share your personal data with?

CRC only shares personal data with third parties, insofar this is necessary or related to the provision of the services rendered:

- Service providers who perform services on behalf of CRC and business partners who provide support, such as our IT service provider, our accountant, other professional advisors we may collaborate with in specific matters;
- Suppliers to whom we outsource certain support services such as word processing, translation and photocopying;
- Third parties engaged in the course of the services we provide to attendees, such as local counsel, arbitrators, counsel specialized in particular areas of law, opposing parties and/or their legal counsel, bailiffs, technology service providers like data room management services;
- Third parties involved in hosting or organizing events or seminars;
- Regulatory authorities, courts, tribunals, government.

CRC uses social media sites such as Facebook and LinkedIn. If you use these services, you should review their privacy policy for more information on how they deal with your personal information. We do not sell, rent or otherwise make personal information commercially available to any third party.

The Cranio Research Congress is a commercial name of isido bvba, a Belgian company firm with registered office in Kortrijk. In principle, we only process personal within the European Economic Area. Should we need to transfer personal data to recipients located in countries outside the

European Economic Area (EEA), this may be to recipients established in countries which do not offer adequate protection of personal data, CRC will implement appropriate measures to ensure that all personal data remains protected and secure in accordance with applicable data protection laws.

6 How long do we store your personal data?

CRC will not store your personal data for the stated purpose for longer than necessary, taking into account legal and regulatory requirements to retain the information for a minimum period, prescription periods, good practice and CRC' business purposes. When the personal information we collect is no longer required, we will destroy or delete it in a secure manner.

Personal data concerning our attendees will be retained for five years from the date of our last interaction with the attendee, but may be retained for a longer period of time if necessary for compliance with regulatory obligations or in relation to our professional liability.

For suppliers, personal data may be stored for a period of maximum ten years after termination of our relationship.

7 How do we protect your personal data?

CRC uses a variety of technical and organizational measures to help protect personal data. We have implemented appropriate data collection and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of any personal data.

8 What are your rights as a data subject and how can you exercise them?

As a data subject, you have the following rights:

- **Right of access**

You are entitled to request details of the information we hold about you and how we process it.

- **Right to rectification / right to erasure / right to restriction of processing / right to data portability**

You have a right to have your personal data rectified or deleted, to restrict our processing of that information, to stop unauthorized transfers of your personal data to a third party and, in some circumstances, to have personal data relating to you transferred to another organization.

- **Right to lodge a complaint**

You have the right to lodge a complaint in relation CRC processing of your personal data with a local supervisory authority. The Belgian Data Protection Authority can be contacted by regular

mail: Drukpersstraat 35, 1000 Brussels, Belgium – by telephone: +32 2 274 48 00 – by fax: +32 2 274 48 35 – by email: commission (at) privacycommission.be.

- **Right to object / right to withdraw consent**

If you object to the processing of your personal data, or if you have provided your consent to processing and you later choose to withdraw it, we will respect that choice in accordance with our legal obligations. At all times, you have the right to object to the processing of your personal data for direct marketing purposes.

Requests for access, correction, deletion, data transfer of your personal data or requests for withdrawal of your consent or objection to the processing of your personal data can be sent by digital or regular mail to the address mentioned above. Please note that CRC cannot process your request without proof of your identity.

The aforementioned rights may be applicable in certain circumstances only and may be subject to certain conditions, exemptions or exceptions as set out in applicable data protection legislation.

If you have any further questions or complaints about the processing of your personal data, about CRC or about this privacy policy please contact us.