

# Privacy Policy (Registration)

## 1. An overview of data protection

### General

K.I.T. Group takes your personal data protection seriously.

The following gives a simple overview of what happens to your personal information when you visit our website. Personal information is any data with which you could be personally identified. Detailed information on the subject of data protection can be found in our privacy policy found below.

### 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 analyse how visitors use the site. In particular, data is collected for the following purposes:

##### 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.

##### 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 booking (desired booking 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.

##### Certificate of Attendance

In order to provide certification, participants' personal data (name, address, occupation, etc.) are required, as well as statistical information such as profession, field of study, etc.

##### 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.

##### Abstracts

As part of the registration, 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.

#### Congress App

In a conference application functionality, personal data (last name, first name, sex, nationality, email, address) could be made available to other networking participants. The collected data will be used exclusively for the conference and not passed on to third parties.

#### Travel Bursaries

As part of the grant application, various personal information (name, address, contact details, passport information, etc.) as well as information required to complete your submission (author status, registration data, membership data, etc.) will be collected.

Also, individual data and documents (scientific abstracts, application forms, supporting documentation, etc.) as well as information on the economic situation (individual / country of origin) may 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.

#### Leadcapture

As part of the leadcapture service, personal data (name, address, contact information) is collected and disclosed to third parties in the exhibition. These are used by the exhibitors for information and advertising purposes.

#### **What rights do you have regarding your data?**

You always have the right to request information about your stored data, its origin, its recipients, and the purpose of its collection at no charge. You also have the right to request that it be corrected, blocked, or deleted. You can contact us at any time using the address given in the legal notice if you have further questions about the issue of privacy and data protection. You may also, of course, file a complaint with the competent regulatory authorities.

#### **Analytics and third-party tools**

When visiting our website, statistical analyses may be made of your surfing behavior. This happens primarily using cookies and analytics. The analysis of your surfing behavior is usually anonymous, i.e. we will not be able to identify you from this data. You can object to this analysis or prevent it by not using certain tools. Detailed information can be found in the following privacy policy.

You can object to this analysis. We will inform you below about how to exercise your options in this regard.

## **2. General information and mandatory information**

### **Data protection**

The operators of this website take the protection of your personal data very seriously. We treat your personal data as confidential and in accordance with the statutory data protection regulations and this privacy policy.

If you use this website, various pieces of personal data will be collected. Personal information is any data with which you could be personally identified. This privacy policy explains what information we collect and what we use it for. It also explains how and for what purpose this happens.

Please note that data transmitted via the internet (e. g. via email communication) may be subject to security breaches. Complete protection of your data from third-party access is not possible.

### **Notice concerning the party responsible for this website**

The party responsible for processing data on this website is:

K.I.T. Group GmbH Dresden

Bautzner Str. 117–119

01099 Dresden

Telephone: +49 (0)351 65573 0

Email: info@kitdresden.de

The responsible party is the natural or legal person who alone or jointly with others decides on the purposes and means of processing personal data (names, email addresses, etc.).

#### **Revocation of your consent to the processing of your data**

Many data processing operations are only possible with your express consent. You may revoke your consent at any time with future effect. An informal email making this request is sufficient. The data processed before we receive your request may still be legally processed.

#### **Right to file complaints with regulatory authorities**

If there has been a breach of data protection legislation, the person affected may file a complaint with the competent regulatory authorities. The competent regulatory authority for matters related to data protection legislation is the data protection officer of the German state in which our company is headquartered. A list of data protection officers and their contact details can be found at the following link: [https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html).

#### **Right to data portability**

You have the right to have data which we process based on your consent or in fulfillment of a contract automatically delivered to yourself or to a third party in a standard, machine-readable format. If you require the direct transfer of data to another responsible party, this will only be done to the extent technically feasible.

#### **SSL or TLS encryption**

This site uses SSL or TLS encryption for security reasons and for the protection of the transmission of confidential content, such as the inquiries you send to us as the site operator. You can recognize an encrypted connection in your browser's address line when it changes from "http://" to "https://" and the lock icon is displayed in your browser's address bar.

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

#### **Encrypted payments on this website**

If you enter into a contract which requires you to send us your payment information (e.g. account number for direct debits), we will require this data to process your payment.

Payment transactions using common means of payment (Visa/MasterCard, direct debit) are only made via encrypted SSL or TLS connections. You can recognize an encrypted connection in your browser's address line when it changes from "http://" to "https://" and the lock icon in your browser line is visible.

In the case of encrypted communication, any payment details you submit to us cannot be read by third parties.

#### **Information, blocking, deletion**

As permitted by law, you have the right to be provided at any time with information free of charge about any of your personal data that is stored as well as its origin, the recipient and the purpose for which it has been processed. You also have the right to have this data corrected, blocked or deleted. You can contact us at any time using the address given in our legal notice if you have further questions on the topic of personal data.

#### **Opposition to promotional emails**

We hereby expressly prohibit the use of contact data published in the context of website legal notice requirements with regard to sending promotional and informational materials not expressly requested. The website operator reserves the right to take specific legal action if unsolicited advertising material, such as email spam, is received.

### **3. Data protection officer**

#### **Statutory data protection officer**

We have appointed a data protection office for our company:

**exkulpa gmbh**

Waldfeuchter Straße 266

52525 Heinsberg

[www.exkulpa.de](http://www.exkulpa.de)

Phone: +49 (0)2452 993311

E-mail: [datenschutz@kit-group.org](mailto:datenschutz@kit-group.org)

## **4. Data collection on our website**

### **Cookies**

Some of our web pages use cookies. Cookies do not harm your computer and do not contain any viruses. Cookies help make our website more user-friendly, efficient, and secure. Cookies are small text files that are stored on your computer and saved by your browser.

Most of the cookies we use are so-called "session cookies." They are automatically deleted after your visit. Other cookies remain in your device's memory until you delete them. These cookies make it possible to recognize your browser when you next visit the site.

You can configure your browser to inform you about the use of cookies so that you can decide on a case-by-case basis whether to accept or reject a cookie. Alternatively, your browser can be configured to automatically accept cookies under certain conditions or to always reject them, or to automatically delete cookies when closing your browser. Disabling cookies may limit the functionality of this website. Cookies which are necessary to allow electronic communications or to provide certain functions you wish to use (such as the shopping cart) are stored pursuant to Art. 6 paragraph 1, letter f of DSGVO. The website operator has a legitimate interest in the storage of cookies to ensure an optimized service provided free of technical errors. If other cookies (such as those used to analyse your surfing behavior) are also stored, they will be treated separately in this privacy policy.

### **Contact form**

Should you send us questions via the contact form, we will collect the data entered on the form, including the contact details you provide, to answer your question and any follow-up questions. We do not share this information without your permission.

We will, therefore, process any data you enter onto the contact form only with your consent per Art. 6 (1)(a) DSGVO. You may revoke your consent at any time. An informal email making this request is sufficient. The data processed before we receive your request may still be legally processed.

We will retain the data you provide on the contact form until you request its deletion, revoke your consent for its storage, or the purpose for its storage no longer pertains (e.g. after fulfilling your request). Any mandatory statutory provisions, especially those regarding mandatory data retention periods, remain unaffected by this provision.

### **Registration on this website**

You can register on our website in order to access additional functions offered here. The input data will only be used for the purpose of using the respective site or service for which you have registered. The mandatory information requested during registration must be provided in full. Otherwise, we will reject your registration.

To inform you about important changes such as those within the scope of our site or technical changes, we will use the email address specified during registration.

We will process the data provided during registration only based on your consent per Art. 6 (1)(a) DSGVO. You may revoke your consent at any time with future effect. An informal email making this request is sufficient. The data processed before we receive your request may still be legally processed.

We will continue to store the data collected during registration for as long as you remain registered on our website. Statutory retention periods remain unaffected.

### **Processing of data (customer and contract data)**

We collect, process, and use personal data only insofar as it is necessary to establish, or modify legal relationships with us (master data). This is done based on Art. 6 (1) (b) DSGVO, which allows the processing of data to fulfil a contract or for measures preliminary to a contract. We collect, process and use your personal data when accessing our website (usage data) only to the extent required to enable you to access our service or to bill you for the same.

Collected customer data shall be deleted after completion of the order or termination of the business relationship. Legal retention periods remain unaffected.

### **Data transferred when signing up for services and digital content**

We transmit personally identifiable data to third parties only to the extent required to fulfill the terms of your contract with us, for example, to banks entrusted to process your payments. Your data will not be transmitted for any other purpose unless you have given your express permission to do so. Your data will not be disclosed to third parties for advertising purposes without your express consent.

The basis for data processing is Art. 6 (1) (b) DSGVO, which allows the processing of data to fulfill a contract or for measures preliminary to a contract.

## **5. Newsletter**

### **Newsletter data**

If you would like to receive our newsletter, we require a valid email address as well as information that allows us to verify that you are the owner of the specified email address and that you agree to receive this newsletter. No additional data is collected or is only collected on a voluntary basis. We only use this data to send the requested information and do not pass it on to third parties.

We will, therefore, process any data you enter onto the contact form only with your consent per Art. 6 (1) (a) DSGVO. You can revoke consent to the storage of your data and email address as well as their use for sending the newsletter at any time, e.g. through the "unsubscribe" link in the newsletter. The data processed before we receive your request may still be legally processed.

The data provided when registering for the newsletter will be used to distribute the newsletter until you cancel your subscription when said data will be deleted. Data we have stored for other purposes (e.g. email addresses for the members area) remain unaffected.

### **MailChimp**

This website uses the services of MailChimp to send newsletters. This service is provided by Rocket Science Group LLC, 675 Ponce De Leon Ave NE, Suite 5000, Atlanta, GA 30308, USA.

MailChimp is a service which organizes and analyzes the distribution of newsletters. If you provide data (e.g. your email address) to subscribe to our newsletter, it will be stored on MailChimp servers in the USA. MailChimp is certified under the EU-US Privacy Shield. The Privacy Shield is an agreement between the European Union (EU) and the US to ensure compliance with European privacy standards in the United States.

We use MailChimp to analyze our newsletter campaigns. When you open an email sent by MailChimp, a file included in the email (called a web beacon) connects to MailChimp's servers in the United States. This allows us to determine if a newsletter message has been opened and which links you click on. In addition, technical information is collected (e.g. time of retrieval, IP address, browser type, and operating system). This information cannot be assigned to a specific recipient. It is used exclusively for the statistical analysis of our newsletter campaigns. The results of these analyses can be used to better tailor future newsletters to your interests.

If you do not want your usage of the newsletter to be analyzed by MailChimp, you will have to unsubscribe from the newsletter. For this purpose, we provide a link in every newsletter we send. You can also unsubscribe from the newsletter directly on the website.

Data processing is based on Art. 6 (1) (a) DSGVO. You may revoke your consent at any time by unsubscribing to the newsletter. The data processed before we receive your request may still be legally processed.

The data provided when registering for the newsletter will be used to distribute the newsletter until you cancel your subscription when said data will be deleted from our servers and those of MailChimp. Data we have stored for other purposes (e.g. email addresses for the members area) remains unaffected.

For details, see the MailChimp privacy policy at <https://mailchimp.com/legal/terms/>.

### **CleverElements**

This website uses CleverReach to send newsletters. This service is provided by CleverElements GmbH, Prinzessinnenstr. 19-20, 10969 Berlin, Germany.

CleverElements is a service which organizes and analyzes the distribution of newsletters. The data you provide to subscribe to our newsletter will be stored on CleverElements servers in Germany.

If you do not want your usage of the newsletter to be analyzed by CleverElements, you will have to unsubscribe from the newsletter. For this purpose, we provide a link in every newsletter we send. You can also unsubscribe from the newsletter directly on the website.

### **Data analysis by CleverElements**

We use CleverElements to analyse our newsletter campaigns. This allows us to determine if a newsletter message has been opened and which links you click on. We can thus find out how often various links are clicked.

CleverElements also allows us to classify newsletter recipients into different categories (e.g. by place of residence). This allows us to adapt the newsletters to the respective target groups.

For detailed information on the functions of CleverElements, see the following link: <https://cleverelements.com/product>.

### **Legal basis**

Data processing is based on Art. 6 (1) (a) DSGVO. You may revoke your consent at any time. The data processed before we receive your request may still be legally processed.

### **Storage duration**

The data provided when registering for the newsletter will be used to distribute the newsletter until you cancel your subscription when said data will be deleted from our servers and those of CleverElements. Data we have stored for other purposes (e.g. email addresses for the members area) remains unaffected.