



## Privacy policy

### Foreword

This data protection notice applies on the occasion of the FENS Forum 2026 (hereinafter FENS 2026", "Event" or "Conference").

As operators of the event-related websites for registration, submission of sessions, submission of abstracts and presentations and, where applicable, hotel bookings (hereinafter "websites" or "profile pages"), we - K.I.T. Group GmbH together with our subsidiaries (hereinafter collectively: "**K.I.T. Group**", "**the company**", "**we**" or "**us**") - take the protection of your personal data seriously and inform you at this point about data protection in our company.

The EU General Data Protection Regulation (Regulation (EU) 2016/679; hereinafter: "**GDPR**") obliges us to protect personal data of the data subject (we also refer to you as data subject in the following as "**customer**", "**user**", "you", "**you**" or "**data subject**") within the scope of our responsibility under data protection law.

Insofar as we alone or jointly with others decide on the purposes and means of data processing, this includes above all the obligation to inform you transparently about the nature, scope, purpose, duration and legal basis of the processing (cf. Art. 13 and 14 DSGVO). With this information (hereinafter: "**data protection information**"), we inform you about the way in which your personal data is processed by us.

The design and granting of consent to data processing shall be exclusively in accordance with the requirements of Section 25 (1) TDDDG in conjunction with Artt. 6 (1) lit. a DSGVO, 5 No. 11 DSGVO.

Our data protection information has a modular structure. It consists of a general part for all processing of personal data and processing situations that come into play each time a website is called up (Part A. General) and a special part whose content relates only to the processing situation mentioned there in the designation of the respective offer or product, in particular website visits and the use of event registration (Part B. Profile pages, online profile, online form). The data protection information includes a cookie policy (Part C.).

To help you find the parts that are relevant to you, please refer to the following overview for a breakdown of the privacy notices:

### Part A (General)

This part is always relevant for you as a congress participant and visitor of the websites.

### Part B (profile pages, online profile, online form)

The foregoing policies are relevant to you when you visit the Event-related websites during the registration process, including profile pages, online profiles and/or online forms.

### Part C (Cookie Policy)

The Cookie Policy contains the list of cookies, plugins and tools used, as well as the information about the revocation options regarding the consent to data processing once granted.



## **A. General**

### **(1) Definitions**

Following the example of Art. 4 of the General Data Protection Regulation, this Privacy Notice is based on the following definitions:

- "Personal data" (Art. 4 No. 1 GDPR) means any information relating to an identified or identifiable natural person ("data subject"). A person is identifiable if he or she can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, an online identifier, location data or information relating to his or her physical, physiological, genetic, mental, economic, cultural or social identity characteristics. Identifiability may also be provided by linking such information or other additional knowledge. The origin, form or embodiment of the information is irrelevant (photographs, video or audio recordings may also contain personal data).
- "Processing" (Art. 4 No. 2 GDPR) means any operation by which personal data are processed with or without the aid of automated (i.e. technically assisted) procedures. This includes, in particular, the collection (i.e. obtaining), recording, organization, arrangement, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment, combination, restriction, erasure or destruction of personal data, as well as the change of the purpose or intended purpose on which the data processing was originally based.
- "Controller" (Art. 4 No. 7 GDPR) means the natural or legal person, public authority, agency or other body which alone or jointly with others determines the purposes and means of the processing of personal data.
- "Third party" (Art. 4 No. 10 GDPR) means any natural or legal person, public authority, agency or other body other than the data subject, the controller, the processor and the persons who are authorized to process the personal data under the direct responsibility of the controller or the processor; this also includes other affiliated legal entities.
- "Processor" (Art. 4 No. 8 GDPR) means a natural or legal person, public authority, agency or other body that processes personal data on behalf of the controller, in particular in accordance with the controller's instructions (e.g. IT service provider). A processor within the meaning of data protection law is in particular not a third party.
- "Consent" (Art. 4 No. 11 GDPR) of the data subject means any freely given, specific and informed indication of his or her wishes by which the data subject signifies his or her agreement to the processing of personal data relating to him or her.

### **(2) Name and address of the controller**

We are the controller for the processing of your personal data on this website and its subpages within the meaning of Art. 4 No. 7 DSGVO:

K.I.T. Group GmbH  
Kurfürstendamm 71  
10709 Berlin / Germany

Tel.: +49 30 24603 0  
Fax: +49 30 24603 200  
info@kit-group.org

For more information about our company, please refer to the imprint on our website <https://www.kit-group.org/de/legal-notice/>.



### **(3) Contact details of the data protection officer**

The external data protection officer of the K.I.T. Group is provided by

exkulpa gmbh

Waldfeuchter street 266

52525 Heinsberg

www.exkulpa.de

Tel.: 02452/993311

E-mail: security@kit-group.org

### **(4) Legal basis for data processing**

In principle, any processing of personal data is prohibited by law and is only permitted if the data processing falls under one of the following justification grounds:

- Art. 6 (1) lit. a DSGVO ("consent"): Where the data subject has freely given his or her informed and unambiguous consent, by means of a statement or other unambiguous affirmative act, to the processing of personal data relating to him or her for one or more specified purposes;
- Art. 6 (1) lit. b DSGVO: If the processing is necessary for the performance of a contract to which the data subject is party or for the implementation of pre-contractual measures taken at the request of the data subject;
- Art. 6 (1) 1 lit. c DSGVO: Where processing is necessary for compliance with a legal obligation to which the controller is subject (e.g. a legal obligation to keep records);
- Art. 6 (1) 1 lit. d DSGVO: If the processing is necessary to protect the vital interests of the data subject or another natural person;
- Art. 6 (1) 1 lit. e DSGVO: Where processing 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, or
- Art. 6 (1) 1 lit. f DSGVO ("legitimate interests"): Where processing is necessary for the purposes of legitimate (in particular legal or economic) interests of the controller or a third party, unless such interests are overridden by the conflicting interests or rights of the data subject (in particular where the data subject is a minor).

For the processing carried out by us, we indicate below the applicable legal basis in each case. A processing operation may also be based on several legal bases.

### **(5) Deletion of data and storage period**

For the processing carried out by us, we indicate below in each case how long the data will be stored by us and when it will be deleted or blocked. Unless a storage period is explicitly stated below, your personal data will be deleted or blocked as soon as the purpose or legal basis for the storage has ceased to apply. Your data will only be stored on our servers in Germany, subject to any transfer in accordance with the provisions in A.(7) and A.(8).

However, storage may take place beyond the specified time if a (threatened) legal dispute with you or other legal proceedings are pending or if storage is provided for by statutory regulations to which we are subject as the responsible party (e.g. § 257 HGB, § 147 AO). After expiry of the statutory retention period, the personal data will be blocked or deleted unless further storage by us is necessary and there is a legal basis for this.





## **(6) Data security**

We use appropriate technical and organizational security measures to protect your data against accidental or intentional manipulation, partial or complete loss, destruction or against unauthorized access by third parties (e.g. TLS encryption for our website), taking into account the state of the art, implementation costs and the nature, scope, context and purpose of the processing, as well as the existing risks of a data breach (including its likelihood and impact) for the data subject. Our security measures are continuously improved in line with technological developments.

We will be happy to provide you with more detailed information upon request. Please contact our data protection officer (see A.(3)).

## **(7) Cooperation with processors**

Like any larger company, we also use external service providers in Germany and abroad (e.g. for IT, logistics, telecommunications, accommodation, sales and marketing) to process our business transactions. These service providers act exclusively on our instructions and are contractually obligated to comply with the data protection provisions pursuant to Article 28 of the Data Protection Regulation or - where applicable - on the basis of standard contractual clauses.

If personal data from you is passed on by us to our subsidiaries or is passed on to us by our subsidiaries (e.g. for advertising purposes), this is done on the basis of existing order processing relationships or joint responsibilities. You can find an overview of our subsidiaries at <https://www.kit-group.org/de/offices/>.

## **(8) Conditions for the transfer of personal data to third countries**

In the course of our business relationships, your personal data may be transferred or disclosed to third party companies. These may also be located outside the European Economic Area (EEA), i.e. in third countries. Such processing is carried out exclusively for the fulfillment of contractual and business obligations and to maintain your business relationship with us. We will inform you about the respective details of the transfer in the following at the appropriate places.

Some third countries are certified by the European Commission as having a level of data protection comparable to the EEA standard through so-called adequacy decisions (a list of these countries and a copy of the adequacy decisions can be found here: [https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions\\_en](https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en)). However, in other third countries to which personal data may be transferred, a uniformly high level of data protection may not exist due to a lack of legal regulations. If this is the case, we ensure that data protection is sufficiently guaranteed. This is possible through binding company regulations, standard contractual clauses of the European Commission for the protection of personal data, certificates or recognized codes of conduct. Please contact our data protection officer (see under A.(3)) if you would like more information on this.

## **(9) No automated decision making (including profiling).**

We do not intend to use the personal data collected from you for automated decision-making processes (including profiling).

## **(10) No obligation to provide personal data**

We do not make the conclusion of contracts with us dependent on you providing us with personal data in advance. As a customer, you are not legally or contractually obligated to provide us with your personal data; however, we may only be able to provide certain services to a limited extent or not at all if you do not provide the required data. Should this exceptionally be the case within the scope of the products or services offered by us and presented below, you will be informed of this separately.



## (11) Legal obligation to transfer certain data

We may be subject to a specific legal or statutory obligation to disclose the lawfully processed personal data to third parties, in particular to public bodies (Art. 6 (1) lit. c DSGVO).

## (12) Your rights

You may exercise your rights as a data subject in relation to your personal data processed at any time by contacting us using the contact details provided at the beginning of A.(2). As a data subject, you have the right to

- In accordance with Art. 15 DSGVO, you can request information about your data processed by us. In particular, you can request information about the processing purposes, the category of data, the categories of recipients to whom your data have been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right of complaint, the origin of your data if it was not collected by us, as well as the existence of automated decision-making, including profiling, and, if applicable, meaningful information about its details;
- In accordance with Art. 16 DSGVO, you have the right to request the immediate correction of incorrect data or the completion of your data stored by us;
- In accordance with Art. 17 DSGVO, you may request the erasure of your data stored by us, unless the processing is necessary for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for reasons of public interest, or for the establishment, exercise or defense of legal claims;
- According to Art. 18 DSGVO, you have the right to request the restriction of the processing of your data if the accuracy of the data is disputed by you or the processing is unlawful;
- In accordance with Art. 20 DSGVO, you have the right to receive the data you have provided to us in a structured, common and machine-readable format or to request its transfer to another controller ("data portability");
- **You have the right to object to processing pursuant to Art. 21 DSGVO if the processing is based on Art. 6 (1) lit. e or lit. f DSGVO. This is particularly the case if the processing is not necessary for the performance of a contract with you. Unless it is an objection to direct marketing, when you exercise such an objection, we ask you to explain the reasons why we should not process your data as we have done. In the event of your legitimate objection, we will review the merits of the case and either cease or adjust the data processing or provide you with our compelling legitimate grounds on the basis of which we will continue the processing;**
- Pursuant to Art. 7 (3) DSGVO, once you have given your consent - i.e. your voluntary, informed declaration of intent for the specific case to consent to the processing of the personal data in question for one or more specific purposes - you may at any time (even before the DSGVO comes into force, i.e. before 25.5.2018) revoke such consent vis-à-vis us. This has the consequence that we may no longer continue the data processing on the basis of this consent for the future, and
- In accordance with Art. 77 DSGVO, you have the right to complain to a data protection supervisory authority about the processing of your personal data in our company, such as the data protection supervisory authority responsible for us:

Berlin Commissioner for Data Protection and Freedom of Information, Alt-Moabit 59-61, 10555 Berlin, Germany



### **(13) Changes to the data protection notice**

In the context of the further development of data protection law as well as technical or organizational changes, our data protection information is regularly reviewed for the need to adapt or supplement it.

You will be informed about any changes in particular on our websites and/or profile pages. This data protection declaration is currently valid and has the status of January 2025.

## **B. Visiting websites**

### **(1) Explanation of the function**

You can obtain information about our company and the services we offer as part of the event in particular on the <https://kit-group.org/> with its associated subpages and on our company's website (hereinafter collectively: "Websites"). When you visit these Websites, your personal data may be processed.

### **(2) Personal data processed**

During the informative use of the websites, the following categories of personal data are collected, stored and processed by us:

"Log data": When you visit our websites, a so-called log data record (so-called server log files) is stored temporarily and anonymously on our web server. This consists of:

- the page from which the page was requested (so-called referrer URL).
- the name and URL of the requested page
- the date and time of the call
- the description of the type, language and version of the web browser used.
- the IP address of the requesting computer, which is shortened so that a personal reference can no longer be established
- the amount of data transferred
- The operating system
- the message whether the call was successful (access status/http status code).
- the difference of the GMT time zone.

"Participant/registration data": In order to participate in the event, you must register via the registration form. In doing so, the data provided will be processed (e.g. gender, surname and first name, title, nationality, address, institution/company, e-mail address, field of research or activity, payment data such as account or credit card data). If you participate in the event as a speaker or scholar, further data will be processed (e.g. data on your status as an author, memberships in scientific associations, publication data).

"Accommodation data": If you request or book accommodation via our websites, the data transmitted in the process will be processed (e.g. surname and first name, title, e-mail address, billing address, billing data such as account or credit card data).





"Billing data": If you order or use paid services from us, the data transmitted in the process will be processed (billing data such as account or credit card data).

"Contact details": if you use the e-mail addresses provided to contact us, the data transmitted will be processed (at least the e-mail address and the time of transmission, in addition, depending on the information provided, e.g. surname and first name, address, institution/company).

### **(3) Purpose and legal basis of data processing**

We process the personal data described in more detail above in accordance with the provisions of the DSGVO, the other relevant data protection provisions and only to the extent necessary. Insofar as the processing of personal data is based on Art. 6 (1) lit. f DSGVO, the aforementioned purposes also represent our legitimate interests.

The processing of the log data serves statistical purposes and the improvement of the quality of our website, in particular the stability and security of the connection (legal basis is Art. 6 (1) lit. f DSGVO).

Participant data is processed for the purpose of fulfilling the contract concluded with the registration for participation in the event (legal basis is Art. 6 (1) lit. b DSGVO). Special categories of personal data are only processed within the narrow limits of Art. 9 DSGVO (e.g. health data, biometric data, origin data). Participant data will only be processed for advertising and marketing purposes if you have consented to the processing or if the processing is necessary to protect our legitimate (in particular legal or economic) interests, unless your conflicting interests or rights are overridden (legal basis is Art. 6 (1) lit. a or lit. f DSGVO).

The processing of the accommodation data is carried out for the preparation and fulfillment of the accommodation contract (legal basis is Art. 6 (1) lit. b or lit. f DSGVO).

The processing of billing data takes place in the context of the billing of ordered or used chargeable services (legal basis is Art. 6 (1) lit. b DSGVO).

Contact data is processed for the purpose of handling contact and customer inquiries (legal basis is Art. 6 (1) lit. b or lit. f DSGVO).

### **(4) Duration of data processing**

Your data will only be processed for as long as is necessary to achieve the processing purposes stated above; the legal bases stated under the processing purposes apply accordingly. Regarding the use and storage duration of cookies, please refer to point A.(5) and the Cookie Policy under section C.

Third parties commissioned by us store your data on their systems for as long as is necessary in connection with the provision of services for us in accordance with the respective order.

For more details on the retention period, please refer to A.(5) and to the Cookie Policy in section C.

### **(5) Transfer of personal data to third parties; basis for justification**

The following categories of recipients, which are usually processors (see A.(7)), may have access to your personal data:

- For the operation of our website and the processing of data stored or transmitted by the systems, the data is transferred to a third party service provider (e.g. for data center services, payment processing, IT security). The legal basis for the transfer is then Art. 6 (1) lit. b or lit. f DSGVO, as far as it does not involve order processors;



- government agencies/authorities, insofar as this is necessary for the fulfillment of a legal obligation. The legal basis for the transfer is then Art. 6 (1) lit. c DSGVO;
- Persons entrusted with the performance of our business operations (e.g. auditors, banks, insurance companies, legal advisors, supervisory authorities, parties involved in company acquisitions or the establishment of joint ventures). The legal basis for the disclosure is then Art. 6 (1) lit. b or lit. f DSGVO.
- Service providers for the organization and implementation of the event and the processing of the transmitted data required for this purpose (e.g. operator of the event venue, operator of a digital event platform and/or digital conference tools, logistics and security companies, technical service providers, speaker and/or abstract submission services, accommodation and transport companies, catering services, side event providers ). The legal basis for the transfer is Art. 6 (1) lit. b or lit. f DSGVO, insofar as these are not order processors.
- Professional bodies in connection with the recognition of training events and the awarding of training points to participants (certification bodies). The legal basis for the transfer is Art. 6 (1) lit. b or lit. f DSGVO, insofar as it does not involve order processors.

For the guarantees of an adequate level of data protection in case of transfer of data to third countries, see A.(8).

Furthermore, we will only pass on your personal data to third parties if you have given us your express consent to do so in accordance with Art. 6 (1) lit. a DSGVO.

## **(6) Use of cookies, plugins and other services on our website**

### **a) Cookies**

We use cookies on our websites. Cookies are small text files that are assigned to the browser you are using and stored on your hard drive by means of a characteristic string of characters, through which certain information flows to the entity that sets the cookie. Cookies cannot execute programs or transfer viruses to your computer and therefore cannot cause any damage. They serve to make the Internet offer as a whole more user-friendly and effective, i.e. more pleasant for you.

Cookies may contain data that allows to recognize the device used. In some cases, however, cookies only contain information about certain settings that are not personally identifiable. However, cookies cannot directly identify a user.

A distinction is made between session cookies, which are deleted as soon as you close your browser, and permanent cookies, which are stored beyond the individual session. In terms of their function, a distinction is made between cookies:

- Technical cookies: these are mandatory to move around the website, use basic functions and ensure the security of the website; they do not collect information about you for marketing purposes, nor do they store which web pages you have visited;
- Performance cookies: These collect information about how you use our website, which pages you visit and whether, for example, errors occur when using the website. They do not collect information that could identify you - all information collected is anonymous and is only used to improve our website and find out what interests our users;
- Advertising cookies, targeting cookies: these are used to offer the website user tailored advertising on the website or third-party offers and to measure the effectiveness of these offers; advertising and targeting cookies are stored for a maximum of 13 months;





- **Sharing cookies:** These are used to improve the interactivity of our website with other services (e.g. social networks); sharing cookies are stored for a maximum of 13 months.

Any use of cookies that is not strictly technically necessary constitutes data processing that can only be carried out with your explicit and active consent pursuant to Art. 6 (1) lit. a DSGVO. This applies in particular to the use of advertising, targeting or sharing cookies. In addition, we will only share your personal data processed through cookies with third parties if you have given your explicit consent in accordance with Art. 6 (1) lit. a DSGVO.

## **b) Cookie Policy**

For more information about which cookies we use and how you can manage your cookie settings and disable certain types of tracking, please see our Cookie Policy in Section C.

## **c) Plugins for social media**

We do not use social media plugins on our websites. If our websites contain icons from social media providers (e.g. from Facebook and X, with icons on the Congress website), we only use these for passive linking to the pages of the respective providers.

## **C. Cookie Policy**

### **(1) Cookies used on the website**

#### **REACT**

On the subpages for registration for the congress, registration for the workshops, submission of abstracts and, if applicable, presentations and, if applicable, hotel bookings ("profile pages"), only so-called session cookies ("session cookies") are regularly used.

Session cookies are used by a server to store information about activity on our pages so that you, as a user, can simply continue from the point where you last used the pages. Normally, pages have no "memory". Cookies tell the server which pages to show you, so you don't have to remember or navigate from the beginning. Cookies are therefore a kind of bookmark within our pages.

The following session cookie is used when using the profile pages:

a) Designation: JSESSIONID

b) Aim and purpose: The session cookie identifies you as a visitor between different pages and stores specific properties and settings regarding the display of teasers and the like.

c) Retention period: The session cookie is automatically deleted when you leave the profile pages.

### **(2) Tools for abstract submission, session proposals and/or other scientific content**

#### **a) Documedias**

For the provision of technical services in the area of abstract submission we use Documedias GmbH, Charlottenstr. 42, D -30449 Hannover, with whom we have concluded a data processing agreement in accordance with Art. 28 (3) GDPR regarding data processing.



Documedias GmbH informs about the processing of personal data in its own privacy policy at [https://documedias.com/privacy\\_en/](https://documedias.com/privacy_en/)

For further questions regarding the processing of your personal data, please contact Documedias GmbH directly ([office@documedias.com](mailto:office@documedias.com)).

## **b) Science Communications Worldwide (SCW)**

In its capacity as the hosting body of the event, FENS Stichting Federation of European Neuroscience Societies Marketing Foundation acts as data controller and appoints Science Communications Worldwide, e.V. (SCW) as the data processor for the provision of technical services including abstract distribution, travel grant application review and virtual poster hosting.

If personal data is processed in this context, details on personal data handling are available in SCW's privacy policy at <https://world-wide.org/docs/privacy-policy/>

For any inquiries regarding data processing, please reach out to SCW directly at [worldwideneuro@gmail.com](mailto:worldwideneuro@gmail.com).