

## 1. **GENERAL REGULATIONS**

The International Stem Cell Banking Initiative (ISCBI) assures to collect and use only those personal data of its members or associates which is necessary for the support and administration of members as well as for the pursuit of ISCBI's goals.

The ISCBI reserves the right to amend the existing data protection implementation requirements in strict accordance with prevailing legal norms at any time.

### 1.1. **Personal Data:**

Through submissions in ISCBI online platforms or forms managed by ISCBI, you are voluntarily transmitting personal data, which will be collected, saved and processed in accordance with the most recent legislation on data protection (EU-GDPR 2018).

### **Registration, abstract submission, additional bookings & hotel booking:**

A registration and/or abstract submission to ISCBI meetings (including virtual) and communication(s) is not possible without collecting, saving and processing your personal data. This is solely for the purpose of organising and realising the event(s). Your data will be passed on to third parties only when directly involved in running the event and when the organisational process makes it necessary – in accordance with your bookings (organising society).

### 1.2. **Photos/Films:**

By registering to receive ISCBI communication(s) and attend meeting(s) (including virtual), you grant permission to ISCBI to use photos/, films or audio taken from you, respectively your company presence during the virtual conference for marketing purposes (event reporting, promotion of follow-up events & self-marketing) for an indefinite period of time. If you do not want to have any photos, films or audio taken or recorded of you published, you must contact us in at any time to inform us of your preferences: [admin@iscbi.org](mailto:admin@iscbi.org).

### 1.3. **Links to other websites:**

Our online forms may contain links to other websites. ISCBI is not responsible for the data you provide on other – third party - websites. Our partner or sponsor companies are usually also bound to act according to EU-GDPR, the implementation however rests with each company individually. Our data protection guidelines are solely applicable to data controlled by us (ISCBI).

## 2. **INFORMATION OBLIGATION ACC. ART 12-14 EUGDPR (EU-DSGVO)**

We would be pleased to provide you with the following information describing the type, purpose and scope of the processing of your personal data.

### 2.1. **Admin Controller & Processor**

International Stem Cell Banking Initiative, 2 High Street, Barley, Herts, SG88HZ, UK

E-mail: [admin@iscbi.org](mailto:admin@iscbi.org)

Management of the person responsible: Glyn Stacey, [glyn.stacey@iscbi.org](mailto:glyn.stacey@iscbi.org)

Data Protection Coordinator: ISCBI Communications and Events Officer, [admin@iscbi.org](mailto:admin@iscbi.org)

### 2.2 **Purposes of Processing:**

Depending on the participant status and the bookings of the data subject the data are processed for one or more of the purposes listed below.

Processing Purpose	Data Categories
Participant Management (Registration, Additional Bookings)	Name, contact data, address data/invoice data, registration data, profession data, additional bookings, travel data (if necessary), passport data (if necessary), special requirements, (sensitive data) special dietary requirements (sensitive data)
Hotel Management	Name, contact data, address data/invoice data, hotel booking data, travel data (if necessary), credit card guarantees (if necessary)
Scientific Management & Coordination Grants und Awards	Name, contact data, date of birth (if necessary), date of graduation (if necessary), lecture data (speaker, topic, title)
Industry Management (Exhibition & Sponsoring)	Name, contact data, company data
General Organisation / Accreditation & Compliance	Name & city/country, institution/organisation (if necessary), specialisation (if necessary), lecture data (speaker, topic, title)
General Organisation / Accounting	Name, contact data, registration data, additional bookings, bank data (if necessary), credit card data (if necessary)
Marketing & Development	Name, contact data, photos/films, statistical data (ONLY anonymised)

### 2.3 Legal Basis for the data processing purposes:

Processing Purpose	Legal Basis
Participant Management (Registration, Additional Bookings)	Binding completion of the registration for the participation of the selected event, Written confirmation of the group coordinator that participant data may be used, Binding booking of ticket(s) to one or more social events of the selected event, Consent of the data subject (sensitive data)
Hotel Management	Binding conclusion of a hotel booking by the person concerned or his group coordinator, Written confirmation from the group coordinator that participant data may be used
Scientific Management & Coordination Grants and Awards	Binding completion of the abstract submission for the selected event, Acceptance of active participation in the selected event
Industry Management (Exhibition & Sponsoring)	Binding contract conclusion of the data subject and the company represented by him/her to take part at the selected event
General Organisation (Accreditation & Compliance, Accounting)	Fulfilment of contract and law, Legitimate interest of the controller (see point 4.4.)
Marketing & Development	Legitimate interest of the controller (see point 4.1.-4.2.)

### 2.4 Third Party Data Recipients – Categories:

The recipients only receive the data they require, not your full data record. Your data will only be forwarded when the organisational process makes it necessary – in accordance with your bookings – and when a legal basis exists.

Processing Purpose	Data Categories	Recipient Categories
Participant Management (Registration, Additional Bookings)	Name, contact data, address data/invoice data, registration data, profession data, additional bookings, travel data (only if necessary), passport data (only if necessary), special dietary requirements (sensitive data)	Organising society, service providers (fulfilment agents), lead retrieval companies  Caterer
International Travel Management	Name, contact data, address data/invoice data, hotel booking data, travel data (if necessary), credit card guarantees (if necessary)	Travel agency, Hotels

Scientific management & coordination of grants and awards	Name, contact data, date of graduation (if necessary), Lecture data (speaker, topic, title)	N/A
Industry Management (Exhibition & Sponsoring)	Name, contact data, company data	Organising society, service providers (fulfilment agents)
General Organisation/ Accreditation & Compliance	Name & city/country institution/organisation (if necessary), specialisation (if necessary), Lecture data (speaker, topic, title)	Organising society, relevant accreditation authorities, service providers (fulfilment agents)
General Organisation/ Accounting	Name, contact data, registration data, additional bookings, bank data (if necessary), credit card data (if necessary)	Organising society, responsible authorities, bank, fiscal office, tax consultant, service providers (fulfilment)
Marketing	Name, Contact data	Mailchimp – USA / Online Mailing Provider / adequacy decision of EU = Privacy Shield framework, Mailchimp participates in and has certified its compliance with the EUU.S. privacy shield framework.
Development	Statistical data (ONLY anonymised)	N/A

### 2.5 Transfer to Third Country:

Processing Purpose	Data Categories	Recipient Categories
Scientific management & coordination of grants and awards	Name, contact data, date of graduation (if necessary), Lecture data (speaker, topic, title)	N/A
Marketing	Name, Contact data	Mailchimp – USA / Online Mailing Provider / adequacy decision of EU = Privacy Shield framework, Mailchimp participates in and has certified its compliance with the EUU.S. privacy shield framework.

### 2.6 Data Storage Period:

Sensitive data which are collected with consent of the data subjects, as well as passport data and information submitted for statistical data collection are stored on GDPR compliant third-party hosts (Survey Monkey- USA, Event Zilla -USA). All information is stored securely by the Admin Processor and Controller under password protection. Data gathered by alternate means will be irrecoverably deleted after end of event wrap-up. All financial data are stored for 7 years, to meet the retention period according to the UK VAT Act 1994 and to permit post-event support and service (i.e. belated participation confirmations and presentation certificates). In the case of (e.g.

annually) recurring congresses, the data are stored for at least 7 years after the end of the entire event series. Upon revocation of the person concerned, their data will be deleted immediately.

### **3 DATA SUBJECT RIGHTS**

We are pleased to inform you about your rights according to EU-GDPR:

#### **3.1. Data Subject Rights acc. Art 15-21 EU-GDPR:**

- Right of access by the data subject
- Right to rectification
- Right to erasure/"Right to be forgotten"
- Right to restriction of processing
- Right to data portability
- Right to object (at legitimate interest of the controller)

Detailed descriptions can be found here:

<http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&from=EN>

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#### **3.2. Right to withdraw consent acc. Art. 7 EU-GDPR**

Depending on your participant status, we kindly ask you for different declarations of consent. These are queried within the online forms or directly inquired from the affected person/group coordinator/company representative. The declarations of consent are not compulsory according to the EU GDPR. Each data subject has the right to withdraw his/her given consent(s) at any time. The withdrawal of the consent does not affect the legality of the processing carried out based on the declaration of consent until the withdrawal. Processing of your data by ISCBI:

Your personal data (comprising name, contact data, address data, organization/institute & registration category), collected by the ISCBI.

#### **3.3. Right to lodge a complaint with a supervisory authority acc. Art 77 EU-DSGVO**

Every data subject shall have the right to lodge a complaint with a supervisory authority, if the data subject considers that the processing of personal data relating to him/her infringes to the EU-GDPR. If in your opinion the data proceeding would be contrary to the data processing law or to your data protection high demands, you may complain to the UK Data Protection Authority.

### **4. DESCRIPTION OF OTHER PURPOSES**

Legitimate Interests of the Controller acc. Art 6 (1) f) EU-GDPR

#### **4.1. Advertising/Marketing:**

Processing data of the data subject to inform him/her about the abovementioned event, as well as future and topic-related events.

#### **4.2. Development:**

Processing data of the data subject to develop the programme as well as the organisation and implementation of the above-mentioned event, future and topic-related events.

#### **4.3. Publication of the programme:**

Processing data of the data subject for the promotion and publication of the event programme via various communication channels (including website and print media).

Concerns the following data subject categories: speaker & chairs, abstract presenters, industry