

CMi ANNUAL REVIEW MEETING 2023 PRIVACY POLICY

This privacy policy applies to the CMi ANNUAL REVIEW MEETING and supplements the general [EPFL privacy policy](#).

1. Who is responsible for the processing of your personal data and for which purposes?

The Ecole polytechnique fédérale de Lausanne (EPFL) is the data controller and processes your personal data to ensure an adequate organization, follow-up, communication and promotion of the CMi Annual Review Meeting, which will take place on 03.05.2022 at SwissTech Convention Center - Lausanne.

The *Center of MicroNanoTechnology*, a center of the EPFL, is responsible for the complete organization of the event, the communication with the speakers and participants before and after the end of the event, as well as communication and promotion of the event.

The purpose of the processing of your personal data is handling registration and attendance, reporting on the event, as well as event follow-up actions, it includes, in particular, lists and mailing lists for contacts, invitations, participants, pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

Your personal data will not be used for any automated decision-making including profiling.

2. Legal basis for data processing

The *Center of MicroNanoTechnology* processes your personal data in accordance with the Swiss Federal Act on Data Protection (hereinafter "FADP") as well as, where applicable, the Regulation (EU) 2016/679 of the European parliament and of the Council of 27 April 2016 on the protection of natural persons with regards to the processing of Personal Data and on the free movement of such data (General Data Protection Regulation, hereinafter "GDPR"). The processing of your personal data is based on your consent. By registering to the event, you are consenting to the processing of data that is necessary to the organization and your participation to the event.

Unless you object and due to the way that registrations are handled (Simple email sent to the *Center of MicroNanoTechnology* until 2022) by registering to the event, you are also consenting and you are acknowledging having been informed that photos and videos may be taken during the event, your name and affiliation may appear on the list of participants.

3. What data we collect about you?

Contact data, such as first name, last name, title, job title, organization, e-mail address and phone number. Please note that there will be photos and audio and/or video recordings taken during the event based on the prior consent of the speakers and the participants. These photos/videos may be published by *Center of MicroNanoTechnology* for communication purposes. To opt-out from the above recording/publishing activities, the *Center of MicroNanoTechnology* invites participants to sit in back rows. Please contact *Center of MicroNanoTechnology* prior to the event for more details if required.

4. Who accesses your data and to whom is it disclosed?

Access to your data is granted only to *Center of MicroNanoTechnology*, who is involved in the organization of the event. Where necessary, we may also share your information with service providers for the purposes of organizing the conference.

List of participants/speakers is shared among participants/speakers.

We will never sell your personal data for marketing purposes.

5. Data Security and Data transfers

In order to protect your personal data, a number of technical and organizational measures have been put in place.

Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorized access, taking into consideration the risk presented by the processing and the nature of the data being processed.

Organizational measures include restricting access to the data to authorized persons with a legitimate need to know for the purposes of this processing operation.

6. How long do we keep your data?

Personal data is kept as long as follow-up actions to the event are necessary with regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management.

Data necessary for logistics purposes (refund of expenses, transport, etc.) are kept according to the rules set in the [ETH Act](#) and in the [EPFL financial regulation](#).

Data protection rights and Contact

Please refer to the [EPFL privacy policy](#).

Center of MicroNanoTechnology

EPFL, 2022.11.15