

# DATA PROTECTION NOTICE

Processing of personal data in the scope of Events' Management

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The Luxembourg Institute of Health (LIH), 1A-B rue Thomas Edison L-1445 Strassen, Luxembourg (“we”) values your privacy. We collect and process personal data about guest speakers and other attendees (“you”) to events organized by us.

We are committed to compliance with the General Data Protection Regulation EU 2016/679 (GDPR) and any other applicable EU or local legislation or regulation implementing GDPR (notably the Luxembourg law of 1 August 2018 on the organisation of the National Commission for Data Protection and the implementation of the GDPR), as well as their successor texts (together “data protection legislation”).

This Data Protection Notice describes how we collect or otherwise process personal data as a data controller in relation to your participation and attendance at events organised by LIH (the “Event” or “Events”) the reasons why we use and share such data, how long we keep it, what rights you have and how you can exercise them.

## I. Personal data processed, purposes and legal bases of processing

We collect and use your personal data to the extent necessary to organise and manage the Event as well as to inform about and promote our activities. On the basis of the role under which you participate to our Events, we process different categories of personal data, for different purposes and under different legal bases. In the table below you will find the details regarding the processing of your personal data by LIH depending on the category to which you belong:

Purpose of the processing	Categories of personal data processed	Categories of data subjects		Legal basis for the processing
		Guest Speakers	Other Attendees	
<p><b>Organize the Event</b></p> <p>(distribution of invitations, badge printing, tailoring sessions to meet attendees' profile and needs, room management, provide certificates of attendance)</p>	<ul style="list-style-type: none"> <li>identification data (first name, surname)</li> <li>contact details (email and address);</li> <li>personal characteristics (age, sex)</li> </ul>	✓	✓	<p>Legitimate interest of LIH (art. 6(1)(f) GDPR), notably for assuring the prompt management and conduct of the Event, including understanding the needs and</p>

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	<ul style="list-style-type: none"> <li>professional data (organisation/company, job title, industry)</li> <li>other information you provide to us for the purpose of attending our events, <b>including access and special dietary requirements</b></li> </ul>			<p>concerns of participants.</p> <p><b>Please note that accessibility and special dietary requirements may reveal sensitive data about you, as per art. 9 GDPR. In this case, we process this data only upon provision of your explicit consent (art. 9 (2)(a) GDPR)</b></p>
<p><b>Communication of information about Guest Speakers and their presentation</b></p> <p>(publication in the Event agenda and/or other communication materials both before or/and after the Event)</p>	<ul style="list-style-type: none"> <li>identification data (first name, surname, photo)</li> <li>academic and professional background (studies, industry, company/organisation, job title)</li> </ul>	✓	✗	<p>Legitimate interest of LIH (art. 6(1)(f) GDPR) to inform the public about the identity and background of Guest Speakers, and to make available their presentation to the attendees or interested audience</p>
<p><b>Promote the Event and inform the public about LIH activities including past events</b></p> <p>(video/photo coverage of the Event, live streaming, dissemination of photos/videos in paper or electronic format, including on the internet via press releases, publications on the LIH website and/or social media accounts)</p>	<ul style="list-style-type: none"> <li>identification data (name, surname) - <i>only of Guest Speakers</i></li> <li>professional data (organisation/company, job title, industry) - <i>only of Guest Speakers</i></li> <li>audio and visual information (<b>voice or image captured or recorded</b> during our Events)</li> </ul>	✓	✓	<p>Legitimate interest of LIH (art. 6(1)(f) GDPR) to inform about and promote its Events to the public in order to ensure transparency towards the public as well as to attract the attention of the scientific community to its activities</p>

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<p><b>Communicate with you and inform you about the Event to which you are participating</b> (accessibility, transportation, parking, event updates and possible changes, cancellation or similar information)</p>	<ul style="list-style-type: none"> <li>identification data (title, name, surname)</li> <li>contact details (email, address, telephone number)</li> </ul>	✓	✓	<p>Legitimate interest of LIH (art. 6(1)(f) GDPR) to ensure Guest Speakers and other Attendees are duly and timely informed about the Event time and venue</p>
<p><b>Conduct satisfaction surveys and establish statistics on an anonymous basis</b> (send satisfaction surveys to participants, receive feedback, prepare statistics)</p>	<ul style="list-style-type: none"> <li>identification data (title, name, surname)</li> <li>email address</li> <li>any information on the evaluation of the performance of the Guest Speaker</li> </ul>	✗	✓	<p>Legitimate interest of LIH (art. 6(1)(f) GDPR) to receive feedback from the Attendees, via surveys, on their satisfaction of Events organised by LIH in order to create statistics and improve their quality</p>
<p><b>Reimburse the expenses occurring for an ad-hoc service provided to LIH</b> (reimbursement of travel expenses of Guest Speakers occurring in the course of their invitation to events organised by LIH, such as lectures or seminars)</p>	<ul style="list-style-type: none"> <li>identification data (title, name and surname)</li> <li>professional data (company/organisation name, job title, email and address)</li> <li>bank account details (e.g. IBAN)</li> <li>data related to expenses occurred in the course of the event (amount, type and date of expense, and supporting documentation such as transportation or meal receipts)</li> </ul>	✓	✗	<p>Performance of the (implicit) contract with the Guest Speaker (art. 6(1)(b) GDPR), concluded following the acceptance of the Guest Speaker to provide an <i>ad hoc</i> service to LIH according to the terms agreed.</p>
<p><b>Communicate with you about other relevant Events organised by LIH</b> (send you information and/or invitations and for future Events in</p>	<ul style="list-style-type: none"> <li>identification data (name, surname, title)</li> <li>contact details (email, address)</li> </ul>	✓	✓	<p>Legitimate interest of LIH (art. 6(1)(f) GDPR) to promote future events to audience that may be interested and</p>

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		Guest Speakers	Other Attendees	
accordance with your preferences)				achieve bigger participation
<b>Manage proof of transactions</b> (registration to congresses organised by LIH)	<ul style="list-style-type: none"> <li>identification data (title, name and surname)</li> <li>payment data (bank card number)</li> </ul>	✘	✔	Legitimate interest of LIH (art. 6(1)(f) GDPR), notably for the proof of transactions communication

## II. Who do we share your personal data with?

Your personal data will be collected and processed primarily by our members of staff who have a legitimate need to process it for purposes set out above (our communication department and/or our scientific team(s) in charge of a specific event).

We will also communicate your personal data to certain:

- third-party service providers/vendors to whom we outsource certain support services (e.g. translation, photocopying/printing, hosting and catering, streaming or filming of the Event),
- certain regulated professionals such as lawyers or auditors.

Where necessary, your personal data will also be shared with law enforcement or other government and regulatory bodies or agencies, only upon request and to the extent permitted by law.

Please note that in order to be able to reimburse your expenses that occur in the course of your invitation as a Guest Speaker in the Event, your name, bank account number and amount of total expenses will be processed by members of our finance department. This data will be sent to our bank in order to proceed to the payment. Your expense declaration will be potentially accessible by our service provider for destruction of archives.

Photos taken or videos recorded during Events we organize may be published, in paper or electronic format, including on the internet (notably press releases, national and international newspapers and magazines, our website and social mediaaccounts). Where requested, we will share material including photos and videos of you taken during our Events with funding authorities (such as the Luxembourg National Research Fund) in the course of our reporting for specific projects and activities.

## III. Where do we transfer your personal data?

Your personal data are processed by us within the European Union and no transfer of your personal data occurs outside of the European Union/European Economic Area (EU/EEA).

If international transfers originating from the EU/EEA to a country outside the EU/EEA will occur in the future, we will update this Notice and ensure your personal data is adequately protected and we will implement appropriate safeguards in accordance with the GDPR. You can obtain more information regarding relevant safeguards we rely on by contacting the Data Protection Officer of LIH by email: [dpo@lih.lu](mailto:dpo@lih.lu)

#### **IV. Security of your personal data**

The processing of your personal data is carried out through IT, electronic and manual tools, with logics strictly related to the aforementioned purposes and, in any event, in compliance with the appropriate technical and organisational measures required by law to ensure a level of security that is adequate to the risk, in order to avoid unauthorised loss or access to your data.

#### **V. How long do we keep your personal data?**

We retain your personal data until the end of the Event and for a period of time thereafter to inform you about our future events unless you object to the processing of your personal data in order to receive this information, to keep a record of your participation as a Guest Speaker or Attendee, to analyse data in relation to our events for LIH's own operations, to comply with our legal obligations (up to a maximum of 10 years).

Photos and/or videos of you taken during our events will be kept as long as you do not object to their use and in any case for a maximum of 10 years from their collection, for statistical and historical purposes.

With regards to data related to your expenses as a Guest Speaker, we will keep them for a maximum of 10 years from the end of the financial year during which the expenses occurred, in order to comply with our accounting obligations.

#### **VI. What are your rights regarding your personal data?**

In accordance with data protection legislation, you may exercise at any time individual rights in relation to your personal data:

- **right to of access**, which enables you (according to art. 15 of the GDPR) to obtain from us confirmation of whether personal data is being processed or not and, if so, obtain access to such data. We process a large quantity of information, and can thus request, in accordance with GDPR, that before the information is provided, you specify the information or processing activities to which your request relates;
- **right to rectification**, which enables you (according to art. 16 of the GDPR) to obtain from us the correction and/or integration of any of your personal data that are incorrect and/or incomplete; and

in certain limited cases (in which case we will analyse whether the conditions for the exercise of such rights are fulfilled):

- **right to erasure**, which enables you, in specific cases provided for by art. 17 GDPR, to obtain from us the erasure of your personal data;
- **right to restriction of processing**, which enables you, in the specific cases provided for by art. 18 of the GDPR, to restrict the processing of your personal data by us;
- **right to object**, which enables you to object to the processing of your personal data when the conditions provided for in art. 21 of the GDPR are met. Please note that you have the right to object to the processing of your personal data that it is based on legitimate interest as per art. 6(1)(f) GDPR (see table above) at any time and free of charge by contacting LIH's Data Protection Officer by email: [dpo@lih.lu](mailto:dpo@lih.lu);
- **right to data portability**, which enables you, in certain cases provided for in art. 20 of the GDPR and with regard only to the data you have provided to us, to request receipt of your personal data in a structured and commonly machine-readable format.

Please note that the extent to which these rights apply will vary and that in some circumstances rights may be restricted.

In case you do not wish your image to be captured or published, please inform us before the Event by contacting our Data Protection Officer or by approaching the photographer and/or one of our event organisers during the Event. It is also recommended not to pose in any photos taken and/or to avoid being in the photographer's scope.

To exercise any of these rights, you may contact our Data Protection Officer by email ([dpo@lih.lu](mailto:dpo@lih.lu)) or by postal mail:

Luxembourg Institute of Health (LIH)  
Data Protection Officer  
1A-B rue Thomas Edison  
L-1445 Strassen

You have the right to lodge a formal complaint with the Commission nationale pour la protection des données (CNPD). Full details may be accessed on the complaints section of [CNPD's website](#).

## VII. Changes to this data protection notice

Changes may occur in the way we process your personal data. In case these changes oblige us to update this Data Protection Notice, we will clearly communicate it to you, via our website. The latest applicable version will always be available on our Website.