

Privacy statement

NCHIV

This is the privacy statement for the Netherlands Conference on HIV Pathogenesis, Epidemiology, Prevention and Treatment (referred to below as “NCHIV”, “we” or “us”) – its website www.nchiv.org, corresponding registration process for and participation of the annual NCHIV conference.

NCHIV has its registered office at Meibergdreef 9 in Amsterdam, the Netherlands. More detailed company and contact information are available at the bottom of this privacy statement.

As you engage with our website, any third-party owned sub websites connected with NCHIV, or are a participant at the annual NCHIV conference we may process privacy-sensitive personal data.

We there make sure are we 100% compliant with the updated privacy law (GDPR) and that we at all times will protect and handle your personal data with care.

The below privacy statement explains exactly which personal data we collect and for what purpose.

NCHIV advises you to read this privacy statement carefully. Please note that the privacy statement may be amended, for instance if new functionalities are added to the website(s), if additional sub websites are launched, or if the format of the annual conference changes, including a change in registration process.

General principles

NCHIV will at all times protect your data and handle it with care. NCHIV applies a number of core values:

- Provision of information. We aim to inform you as thoroughly as possible about how and why we process personal data. We do so by means of this privacy statement.
- Restriction of the collection of personal data. We take utmost care to ensure that the collection of personal data remains restricted to only that which is necessary to allow you to adequately use our website ,services, take part in the annual conference
- Protection of personal data. We take measures (both technical and organisational) to protect your data and require third parties that process personal data on our instruction to do the same.
- Consent for processing of personal data. We request consent for processing your personal data in those cases where this is required under the General Data Protection Regulation (GDPR). Examples include sharing publicly conference presentations and recordings.
- Rights of data subject. We respect your rights with regard to the processing of personal data, such as your right to access, correct or remove the personal data, or to have such data removed.

This privacy statement sets out how NCHIV puts these core values into practice. If you have any questions after reading this information, please do not hesitate to contact us. Our contact details are provided at the end of this privacy statement.

Processing of your personal data

If you are a participant the NCHIV conference, use our website, or any NCHIV third-party sub websites (e.g. conference registration- and abstract submission online form), you may be required to share some personal data. Below we explain which of your personal data we process and why.

Conference registration

If plan to attend the NCHIV conference as a participant, you will be asked to provide personal data as part of the registration process. The information will be used to send you a confirmation of your registration and an invoice . We will ask you to provide the following data on a mandatory basis:

- First name
- Last name
- Telephone
- (invoice) Email
- (invoice) Institution/ company name
- (invoice) Address
- (invoice) Postal code
- (invoice) Country

We need this data to be able to register you for the conference. The data will be stored for eighteen months. This is to ensure attendees of the annual conference are first-notified when dates are set for the subsequent NCHIV conference. Any additional data we receive through the payment/ bank transfer process we are legally obligated to for seven years.

Participant (online) conference

If you are a participant at the (online) NCHIV conference, we will process personal contact details in order to contact you about payment, program information in weeks and days leading up to the conference and to request your post-conference feedback/ evaluation. For any film and photo footage processed during the (online) conference, participants will contact for their permission to use this material for marketing or other promotional purposes (to be specified in the permission request).

Guest speaker (online) conference

If you are a guest speaker or presenter at the NCHIV conference, along with the same mandatory personal contact information as regular participants of the conference, you will be asked to provide a biography for the purpose of an introduction to the participants during the conference.;

This information will also be included in the conference program published both on the NCHIV website and in the conference book.

Separately guest speakers and presenters will be contacted before the annual conference to provide their permission for NCHIV to share their conference presentations with conference registrants (immediately after the conference) and broader public (one month after the conference).

Sponsor, organising committee or third party service supplier of (online) conference

If you are a sponsor, organising committee member or third party supplier of NCHIV, you will be asked to provide personal data for the collection of sponsorship money and for paying invoices. We will ask you to provide the following data:

- Name company
- Name contact
- Email address contact
- Telephone number contact
- Company address
- Bank details company
- Postal address for invoicing/payments
- Email address for invoicing/payments

We are legally obligated to store this data for seven years. Contact data will be updated when there is a change in contact person.

Abstract submission

You can submit your abstract using the link on the NCHIV website. The link takes you to a NCHIV third-party sub website. Selected abstract will be published in the NCHIV conference abstract book and used for academic purposes. By sending us your abstract (and creating an account on the NCHIV third-party sub website) you are required to provide certain personal data. These data are:

- Name
- Place of employment
- Position
- Email address

We have a legitimate interest to process your personal data. The personal data provided by you will be stored until you request the account to be deleted.

(online) Conference audio and video recording

The annual NCHIV conference will be audio and video recorded and/or parts may be live broadcasted through web streaming. This content will initially be made available only for conference registrants through an access-restricted site. After 30 days, this site and content becomes openly available for broad public engagement up to six months after the conference. After six months this content will be deleted.

Contact NCHIV

For questions or more information you can contact organisation@nchiv.org. By means of such email correspondence we will need to keep your email address.

We have a legitimate interest to process your personal data and will delete them within 6 weeks after answering your question.

Newsletter

In weeks leading up to the annual conference an email newsletter including updates about the conference program is sent to all conference registrants as well as regular subscribers of the newsletter. When you want to receive updates about our conferences and organisations, you can subscribe, through the website, to our newsletter. To do so we will ask you to provide us your email address.

We need your email address for the execution of an agreement. We will record the date and time when you register for the newsletter by sending you a confirmation e-mail. Your data will be deleted within a week after unsubscribing by using the button at the bottom of every NCHIV newsletter.

Visiting NCHIV.org

When you visit the NCHIV website information is collected through cookies. These cookies are used to analyse your visit to our website so we can optimise the website. For more information, read the cookie policy on our website.

Security

NCHIV considers it of utmost importance to treat your personal data in a secure manner. Therefore we have taken technical and organizational measures to protect your data against loss or unauthorized use:

- NCHIV uses the infrastructure and servers of the Amsterdam Medical Centre (AMC). The AMC is ISO 27001 and NEN7510 certified and the servers are located at AMC locations and managed by the AMC employees.
- Our website is secure, personal data you provide us through the website is sent encrypted.
- We apply internal policies to safeguard the careful handling of your personal data.

With whom do we share your data

In organizing the annual NCHIV conference we work third party service providers specialized in organizing conferences. Any personal data we collect will be shared with these third party service providers only if and when needed as part of their work to help organize the conference. Processor agreements have been concluded with these service providers who are also obliged to adequately protect your data.

Your rights

Under the General Data Protection Regulation (GDPR), you have a number of rights concerning your personal data:

- You can ask for an explanation about which of your personal data will be processed and for what purposes these personal data will be used.
- You can have errors corrected in processed personal data.
- You can have personal data erased that have become outdated or superfluous.
- At any time, you can withdraw the consent you gave through the website for the processing of certain personal data.
- You can object to the way in which your personal data are used.
- You can request us to transmit your data to another party.

You can contact NCHIV directly if you want to exercise your rights, or if you have a question about the way in which NCHIV handles your personal data. Our contact details are provided at the end of this privacy statement. To prevent misuse, NCHIV may ask you to identify yourself if you contact us to exercise certain statutory rights.

Dutch Data Protection Authority

If you have any complaints about how NCHIV processes your personal data rights, you have the right to submit a complaint to the Dutch Data Protection Authority (the Dutch supervisory authority in the field of privacy) or another European supervisory authority in the field of privacy.

Changes to this privacy statement

We reserve the right to make changes to this privacy statement. This privacy statement is last changed on 06-08-2020. We recommend that you check this statement regularly to ensure that you are aware of any changes.

Contact and company details

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The Netherlands

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