



Privacy statement

NCHIV

This is the privacy statement for the www.nchiv.org website of Netherlands Conference on HIV Pathogenesis, Epidemiology, Prevention and Treatment (referred to below as “**NCHIV**”, “**we**” or “**us**”). NCHIV has its registered office at Meibergdreef 9 in Amsterdam, the Netherlands. More detailed company and contact information is available at the bottom of this privacy statement.

If you use our website, we (and third parties engaged by us) may process privacy-sensitive data of yours, which may include personal data. NCHIV attaches great importance to processing your personal data in a careful and secure manner. This privacy statement is intended to explain to you which personal data are collected, for which purposes these data are used and how we treat them.

NCHIV advises you to read this privacy statement carefully. Please note that this privacy statement can be regularly amended, for instance if new functionalities are added to the website.

General principles

NCHIV considers it very important to treat your data in a careful and secure manner.

NCHIV therefore 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 and services.
- **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).
- **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

When you are participating the NCHIV event or are using our website, you may leave personal data with us. Below, we explain which of your personal data we process and what those personal data are used for.

Event registration

If you wish to attend NCHIV, you will be asked to provide various personal data as part of your registration. The information will be used to send you a confirmation of your registration and an invoice for your participation to your company. We will ask you to provide the following data:

- Name
- Email address
- Gender
- Company name
- Company address
- Job details
- Postal address for invoicing
- Email address for invoicing
- Reference
- BIG-number (for Dutch healthcare professionals only)
- Dietary requirements

We need these data for the execution of an agreement, your participation of the event. The personal data will be stored for eighteen months. We are legally obligated to store financial data for seven years.

Participant at the event

If you are a participant at the NCHIV event, we will process your name and job details to provide you with a badge and we will use your e-mail address to evaluate the event. We can also use film and photo materials to promote the event. We have a legitimate interest to process this data and will ask permission if required. We will delete the participant information within a week after the event and the film and photo materials within 2 years after the event.

Guest speaker at the event

If you are a guest speaker at the NCHIV event, you will be asked to provide personal data for introduction to the participants, to make arrangements and to promote the event. We will ask you to provide the following data:

- Name
- Email address
- Telephone number
- Biography (if applicable)

In coordination with the guest speaker we can also process personal data by publishing the biography in the online NCHIV abstract book and using film and photo materials and interviews. The personal data you provided us including photo and video materials will be deleted within two years.

Sponsor, organising committee or supplier of the event

If you are a sponsor, organising committee or 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 need these data for the execution of an agreement. We are legally obligated to store these financial data for seven years. Contact data will be deleted when no longer applicable.

Abstract submission

You can submit your abstract using the link on the NCHIV website. This abstract will be published in the online NCHIV abstract book and used for academic purposes. By sending us your abstract (and creating an account) 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. You can send an email with your request to organisation@nchiv.org.

Contact form/information

When you have a question for us, you can contact us via the contact form on the NCHIV website, by telephone or e-mail. Besides the personal data you sent us in your question we will ask you to provide us at least:

- Name
- Email address

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

Newsletter

When you want to receive updates about our events and organisations, you can subscribe, through the website, to our newsletter. To do so we will ask you to provide us the following personal data:

- Name
- Email address

We need these data 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 our website

When you visit the NCHIV website, we collect information 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

NCHIV shares your data with service providers who are specialized in organising and guiding conferences. 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, 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 SHM processed your 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 26-06-2020. 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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