

# Information on Personal Data Processing of Participants of 12<sup>th</sup> International Symposium on Syrphidae

The controller of your personal data provided via submission of an abstract/ registration at the symposium is the Organising Committee of the 12<sup>th</sup> International Symposium on Syrphidae, based at the Department of Zoology, Faculty of Science, Charles University (hereinafter referred to as “Organising Committee”).

The data submitted via the registration form is stored on Google Drive owned by Google LLC and could be accessed only by the Organising Committee.

When processing your personal data, we always proceed in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR) and in accordance with the relevant national regulations on the protection of personal data.

## **Identification and contact details of the controller of personal data**

Name:	<b>Organising Committee of the 12<sup>th</sup> International Symposium on Syrphidae</b>
Department, Faculty, University:	Department of Zoology, Faculty of Science, Charles University
Main office (address):	Albertov 2038/6, Praha 2, 12800
Contact telephone:	Jiří Hadrava, +420 736 424 495
Contact email:	Syrphidae12@gmail.com
Identification number:	00216208
Tax identification number:	CZ00216208

## **The purpose of personal data processing**

The Organising Committee collects and records the personal data of its symposium participants to ensure they can enjoy fully the benefits of the symposium.

*Personal data you provided us by completing an online registration form, or provided to us by e-mail, phone, fax, or any other means of communication.*

*The provision of your personal data is consensual.*

## **Why do we collect and process your personal data?**

*We collect and process your personal data to arrange your attendance on 12<sup>th</sup> International Symposium on Syrphidae. This includes registration and access to the event, mailing of information concerning the organization and program of the event, issuing and mailing of documents concerning your participation in the event (e.g., invoice, certificate of attendance), printing a name badge, and – in case of your active participation in the program of the event – also listing in the program of the event, book of abstracts, symposium proceedings, and similar documents.*

This personal information includes the participants' name, affiliation, e-mail and phone contact, the submitted abstract information and registration payment records. This information is collected to ensure timely communication with the participants and for the symposium program.

*If you provide us personal data of a third person, you are obliged to inform the third person concerned, and procure the consent of the third person to this privacy policy document.*

The collected personal information is not subject to automated decision making, including profiling within the meaning of the article 22 of the GDPR.

The Organising Committee only keeps track of the payment type and payment symbols (variable symbol, specific symbol). The payments are performed via bank transfer.

### ***Transfer of personal data to third persons***

*Your personal data can be transferred to a third person only in the following cases:*

- *the third person is entitled by law to request the personal data,*
- *the transfer of the personal data is necessary for the delivery of goods or documents by a delivery service (e.g., a symposium publication is shipped to the attendees of the symposium),*
- *the transfer of the personal data is necessary for the organization of the event you register for (e.g., the program of the event is compiled by a third person – the program chair/committee; the book of abstracts of the event is edited by a third person – publisher of a journal).*
- *the transfer of the personal data (name, birth date) is necessary for ensuring accommodation at the Hotel Floret*

The Organising Committee will take a photographic documentation of the symposium for promotional purposes on the symposium website, website of the university, and on the social media. The photographs will also be sent to The Company of Biologists Ltd (Bidder Building, Station Road, Histon, Cambridge, CB24 9LF, UK; [www.biologists.com](http://www.biologists.com)) that provided additional funding of the symposium.

The personal information is retained securely by the Organising Committee at the Google Drive (Google LLC) and the Organising Committee will not share it with third parties. The Google Drive could only be accessed by the Organising Committee. The International Securities Exchange may be forced to provide this information if compelled by law to do so.

The Organising Committee will record the personal information, namely the name, affiliation, and e-mail address, for promoting of its upcoming symposium for the period of 10 years. With your permission, we will send you information on upcoming symposium.

By completing the registration, you provide an explicit consent to this data privacy policy.

### **Legal basis for the processing of personal data**

Legal basis of personal data processing is Article 6 (1)(b)(f) GDPR, as their processing is necessary for the fulfillment of the contract, especially ensuring your participation at the

symposium, for the purposes of the *legitimate interests* pursued by the controller, e.g. the *sending of organizational messages, photographs taken at the symposium.*

*In some cases, your personal data may be processed pursuant to Article 6(1)(c) of the GDPR due to their necessity for fulfilling the legal obligations of the controller.*

In case of notification of future symposium, the legal basis for personal data processing is your consent, which you can revoke at any time.

### **Your privacy rights regarding personal data**

All participants retain their rights as expressed in Articles 15, 16, 17, 18, and 19 of the GDPR.

Similarly, all participants retain the right to lodge a complaint with a supervisory authority in accordance with Article 77 of the GDPR. In Czech Republic, the supervisory authority is The Office for Personal Data Protection.

### **You can exercise your rights as a data subject:**

You can exercise your privacy rights regarding personal data electronically via email.