

Privacy Policy

ISCC'18 Privacy Policy

We process your personal data in accordance with the rules of the European General Data Protection Regulation (GDPR) for the use of this website, the newsletter, and service provision relating to the International Symposium on Contamination Control and Cleanroom Technology 2018 (ISCC'18) in the Hague. ISCC'18 considers your privacy important and has taken the organisational and technical measures necessary for safeguarding your privacy. This is how we ensure that the personal information you provide us with is handled confidentially and securely. Of course, ISCC'18 never sells your personal data to third parties and shall only make it available to third parties if they are involved in the execution of activities on behalf of ISCC'18. When providing personal information to third parties for these purposes, we restrict the quantity of data provided and impose requirements for its processing and removal. Furthermore, your data is only processed for the purpose for which you provided it to us or to which you have consented. If you have questions about this after reading this document, let us know at info@iscc2018.com.

1. Personal Data We Process and Why

ISCC'18 processes your personal data because you use our services, because you provided this data to us yourself, because your employer provided your data to us, or because you visit our website. Depending on the information we need to provide our service, we will process certain personal data. Below, you can read a summary of the data we process per user category.

When Contacting the Organisation

If you contact us (using a contact form, by email or by telephone), we process the following personal data of you:

- Contact information: your name, email address and/or telephone number along with your request, question, or comment. We only use this data to be able to fulfil a request from you to contact you or contact or have you contacted at a later date.

The basis for processing this personal data is your consent. You yourself have contacted us for a particular purpose. ISCC'18 will store your personal data for the aforementioned processing until your request, question or comment has been processed or forwarded to someone who will handle it further.

Website Visitors

If you visit our website, we save traffic data such as your browser version, operating system, IP address, and information on how you use the website. We use first party cookies. These are cookies placed by the site itself and which can only be read by the site. These cookies are used for the functionality of the site. We already informed you of these cookies and asked your permission to place them the first time you visited our website. You can opt out of cookies by adjusting your internet browser so that it no longer saves cookies. You can also delete all information previously saved through your browser settings.

The basis for processing this personal data is your consent. You have visited our website yourself.

Newsletter Subscribers

You may register or have registered as a newsletter recipient on our website. We process the following of your personal data:

- Your contact details: name and email address, because we want to be able to reach you in the correct way with our newsletter.

The basis for processing this personal data is your consent. You signed up personally. ISCC'18 stores your personal data for the aforementioned processing until you unsubscribe from the newsletter. Each newsletter includes a link to unsubscribe.

Visitors to ISCC'18

ISCC'18 processes the personal data received from you or your employer if you wish to attend ISCC'18. We ask you for the following personal details when registering:

- Your contact details: name, gender, and email address, as we wish to be able to reach you correctly regarding your participation in ISCC'18, for our newsletter, invitations to other events relevant to you organised by us or by international partners with whom we collaborate (of course, we do not provide your details to exhibitors). Lastly, we may also inform you of important ISCC'18 news relevant to you.
- Company and invoice details to be able to send invoices. You can also state whether you are a VCCN member, as you receive a discount in that case. We are also happy to offer this discount to you or your company is entitled to it.

We issue badges during the symposium. They state your name and company name. You are under no obligation to wear the badge, though it may be useful for networking purposes. It also allows us as organisers to see whether our visitors have been registered. If you decide not to wear your badge, keep it with you, as it is your admission ticket and the organisers may request to see it. In some cases, you may only be able to access parts of the programme or excursions with your badge, which must be worn visibly in such cases.

The basis for processing this personal data is:

- Your permission. You provided us with the details and would like to visit ISCC'18.
- Performance of a contract. To be able to organise the symposium well, we have to be able to process certain data.
- Legal interest: we must process and retain data for tax purposes.
- Legitimate interest. To be able to achieve the purposes of ISCC'18 and your purposes of increasing your knowledge and networking, it is reasonable for us to process your personal data and approach you for relevant matters.

Your personal data is stored by ISCC'18 for up to 7 years following the symposium, due to the Dutch tax retention period.

Prospects, Stakeholder and Lobby Contacts and/or Interested Parties

The personal data of prospects, stakeholder and lobby contacts and/or interested parties is processed by ISCC'18 for the purposes of providing information in the form of newsletters and/or targeted communications.

We process the following of your details:

- Your contact details: name, gender, title, address, telephone number, and email address, as we wish to be able to contact you correctly for matters relevant to you and to us. Upon request, we are happy to draw the attention of our network to you (or your company) if we have a positive experience, and we are happy to pass on your contact details in this case. Finally, we may provide you with news from ISCC'18. We never send unsolicited email newsletters.
- Your current job title, the company you work for, and your experience and expertise, so we can contact you if we are looking for specific expertise or entryways for our network within ISCC'18, to invite you or inform you of specific meetings/projects/committees relevant to you, etc. Furthermore, on request we are happy to draw the attention of our network to you (or your company) if we believe you could be good mutual business contacts, and we are happy to pass on your contact details in this case.

The basis for processing this personal data is oral consent, providing a business card, and/or a LinkedIn connection. ISCC'18 retains your personal data for the aforementioned processing for as long as you are considered a prospect, stakeholder or lobby contact, and/or interested party.

2. Special and/or Sensitive Personal Data We Process

ISCC'18 does not intend to collect personal data of persons under the age of 16, unless they have obtained permission from their parent(s) or guardian. ISCC'18 cannot verify whether a website visitor or newsletter subscriber is over the age of 16. ISCC'18 advises parent(s) or guardians to be involved in their children's online activities to prevent children's data being collected without parental consent. If you believe that we have nonetheless accidentally collected personal data of a minor without parental consent, please contact us at info@ISCC'18.nl, and we will delete this information.

Of course, we do not process sensitive personal data such as a person's race, religion, sex life, political opinions, health, trade union membership, criminal background, genetic and biometric data. However, we may become aware of some of this sensitive data (such as religion and health) from information regarding, for example, dietary requirements or wheelchair access requirements. We therefore only process this data reactively (at your request), and for the period strictly necessary to achieve the desired aim. We do this based on your consent. Afterwards we delete this data. Where possible, third parties (such as a caterer or a meeting location) only receive anonymised information.

3. Photo and Video Recordings

We love photography and video recordings because we are proud of our fun, educational symposium. We enjoy looking back on the event, and also like to use this material to promote upcoming symposiums. In addition, either we or the Dutch organising party VCCN retain the photographs and video recordings for historical reporting purposes. This may take place both online and in print media. However, protecting your privacy is more important to us. This is why we will always ask for your permission in writing if we wish to record or photograph you in a way in which you are recognisable, and clearly state the purpose for which we want to use the photographs and/or video recordings. 'Historical reporting purposes' will always be one of the purposes for doing so.

If you believe you are recognisable in ISCC'18 media in a photo or video recording despite not having given consent, are unhappy with this and wish to have an online photo deleted, please contact us at info@ISCC'18.nl. Please note that we are only responsible for photo and video recordings in our own print media and on our own websites and social media channels.

4. Sharing Personal Data with Third Parties

ISCC'18 does not sell your data to third parties and shall only provide it to third parties if doing so is necessary to perform our contract with you, the agreements we have made to this end, or to comply with a statutory obligation. We conclude a processing agreement with companies which process data on our behalf, to ensure the level of data protection and confidentiality is the same. ISCC'18 is and remains responsible for this processing. Data you provide to us may be provided to third parties if doing so is necessary to achieve the aforementioned purposes.

This means we engage third parties to:

- organise the symposium in the Netherlands (VCCN)
- run our (financial) administration;
- run our relationship management system;
- create newsletters and invitations;
- print badges;
- help collect unpaid invoices;
- draft, design, print, and distribute our print media;
- organise events and excursions (only if strictly necessary);
- manage our ICT infrastructure;
- and for any additional incidental matters.

We never forward personal data to other parties with whom we have not concluded a processing agreement. We make arrangements with these parties (processors) to safeguard the protection of your personal data. Furthermore, we will not provide personal data you have provided to other parties, unless we are legally obliged and permitted to do so. We may also share your personal data with third parties if you have given us (written) permission to do so. We do not provide personal data to parties located outside the European Union.

5. Financial Affairs and Settlement

Though we hope you will, if you do not pay your invoice on time we may telephone or email you or send you a letter to remind you that an invoice has become due and payable. If payment is not forthcoming, we will be obliged to share your details with a collection agency, bailiff, lawyer, and/or attorney for this reason.

Nobody tolerates fraud, and that includes us. We may therefore use your personal data to investigate, prevent and combat fraud. If necessary, we will give your personal data to the government.

6. Accessing, Amending or Deleting Data

You have the right to access, correct or delete your personal data. You are also entitled to withdraw any consent you have given to your data being processed, or to object to the processing of your personal data on the part of ISCC'18. You also have a right to data portability (you can ask us to send you, or an organisation nominated by you, a computer file containing the data we have regarding you).

You can submit a request to access, correct or delete your data by sending a email to info@ISCC'18.nl. We may ask you for a copy of proof of identity, so we are sure the request has come from you. If we do request this, we also ask you to black out your passport photo, passport number, and citizen service number (Burgerservicenummer, BSN) in this copy of your ID for the protection of your privacy. ISCC'18 will respond to your request as soon as possible and no later than within 28 days. ISCC'18 would also like to point out that you have the option of submitting a complaint to the Dutch Data Protection Authority. You can do so through the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

7. How We Protect your Personal Data

ISCC'18 takes the protection of your personal data seriously. We take appropriate measures to prevent the misuse, loss, unauthorised access, unwanted disclosure, and unauthorised modification of data. If you nevertheless believe that your personal data is not adequately protected or there are signs of misuse, please contact the association office at info@ISCC'18.nl.

ISCC POWER '18 has taken the following measures to protect your personal data:

- All persons who may view your data on behalf of ISCC'18 are bound by a confidentiality obligation and are aware of the importance of personal data security and protection.
- We operate in a paperless environment as far as possible and have a 'clean desk policy'. If we have personal data on paper despite this policy, we ensure it is stored in locked cabinets and is adequately destroyed by a certified archive deletion company as soon as it is no longer required or it is destroyed using our paper shredders with a DIN security level of P3 or P4.
- As we operate in a paperless environment as far as possible, we also have internal arrangements on the use of USB sticks. In principle these are not used to store personal data, unless there is no other option.
- We anonymise data as much as possible, and ensure we encrypt personal data if circumstances require.
- Our ICT infrastructure is secured with Multi Factor Authentication, Microsoft Data Loss Prevention, and Azure Information Protection. Of course, we also use up-to-date security software such as a virus scanner and firewall. We also have protocols for password use, BYOD policy, etc. in place.
- We backup personal data so we can recover it in the event of physical or technical incidents. Our server sends encrypted backups through secured connections, and our server area is not accessible.
- We send your data through a secure internet connection. You can see this on the address bar when you visit our website, as you can see 'https' and a padlock icon on the address bar.
- Our measures are regularly tested and evaluated, and we are happy to receive suggestions for improvement.

9. Privacy Policy Amendments

We reserve the right to amend this Privacy Policy. This is version 1.0 of 24 May 2018.