

## Data Protection Information on Event Registrations (in accordance with Art. 13 GDPR)

### 1. Responsibility

For the collection and processing of your personal data in connection with IEA event registrations, the responsibility lies with:

Stichting IEA Secretariaat Nederland

Keizersgracht 311

1016 EE Amsterdam

[dataprotection@iea.nl](mailto:dataprotection@iea.nl)

c/o IEA in Hamburg, Überseering 27, 22297 Hamburg, [datenschutz@iea-hamburg.de](mailto:datenschutz@iea-hamburg.de)

(hereinafter "IEA").

### 2. Description of data processing, purposes and types of data

In order to register participants for online or in-person IEA events (hereinafter: "events"), we use Microsoft "Forms" from the US-based provider Microsoft Corporation.

Depending on the type of event, different types of data are collected or processed. These include, in particular:

- Personal details (i.e., first and last name, e-mail address, professional details),
- Event metadata (i.e., date, time and duration of communication, name of the event, participant IP address),
- Connection data (i.e., phone numbers, country names, start and end times, IP addresses).

In the following, we would like to inform you in more detail about the scope of data processing.

#### 2.1. Required data and functions

If you participate in an IEA event as an internal or external **participant**, you will receive a confirmation from the host via e-mail. When registering for the event, you must provide your name, contact details and if necessary, other event specific information. As a participant of online events, you should read the [data protection information on online meetings](#) for further information.

The IEA will only store and process the data you entered during the registration process.

In addition, Microsoft may collect user data required for the provision of the services as well as technical and operational support and improvements thereof. This may include technical data about your devices, your network and your internet connection, such as IP address, MAC address, other device IDs (UDID), device type, operating system type and version, client version and type of connection.

#### 2.2. Voluntary information and functions

You can provide further information about yourself such as dietary requirements. This is done

on a voluntary basis.

Please note that any voluntary information you provide for the event registration will be processed at least for the duration of the event.

### 2.3. Further information on the processing of your data

Further information on the processing of your data when using "Forms" can be found at: <https://privacy.microsoft.com/en-US/privacystatement> and <https://www.microsoft.com/en-us/microsoft-teams/security>.

### 3. Legal basis for data processing

If you participate in an IEA Event as an external participant, your data will be processed based on Art. 6.1.1. (b) GDPR, provided that your participation in the event is necessary for the performance of a contract concluded with you. The same applies if the implementation of the event is necessary to carry out pre-contractual measures that are carried out at your request.

If the data processing in connection with the event is neither necessary for the purposes of the employment relationship nor for the fulfilment of a contract concluded with you or for the implementation of pre-contractual measures, it is carried out on the basis of Art. 6.1.1. (f) GDPR. Our legitimate interest is to be able to communicate worldwide, to keep up business contacts and to provide services.

If you provide additional information about yourself on a voluntary basis when using the tools or voluntarily use functions that are not strictly necessary, the data processing will take place on the basis of consent in accordance with Art. 6.1.1. (a) and Art. 7 GDPR, and potentially Art. 88.1 GDPR. You can withdraw your consent at any time with effect for the future. Please note that processing carried out before the withdrawal is not affected.

### 4. Disclosure of your data

In principle, we do not transfer your data to third parties. A transfer will only take place if the data is currently intended for disclosure if you have previously expressly consented to the transfer or if we are obliged or entitled to do so by law.

Microsoft Corporation supports our work as external service provider and data processor within the meaning of Art. 28 GDPR. As data processor, Microsoft Corporation processes your data strictly bound by our instructions and on the basis of a separately concluded data processing contract. In principle, **your data will not be processed outside the European Union (EU) or the European Economic Area (EEA) as we have limited our storage location to data centers in the European Union. However, it cannot be ruled out entirely that your data may also be processed outside the EU or the EEA or sent to Microsoft Corporation. The transfer of data to the USA is subject to suitable guarantees within the meaning of Art. 46 GDPR relying on standard contractual clauses and additional data protection measures. We are happy to provide you upon request with a copy of the standard contractual clauses as well as further information on the additional data protection measures.**

### 5. Deletion of your data

In principle, we process and store your data only as long as it is necessary for the purposes for

which it was collected. Thereafter, your data will be deleted, unless the processing or storage of your data is necessary for the assertion, exercise or defense of legal claims. In the case of statutory retention obligations, deletion is only possible after expiry of the respective retention obligation.

In all other respects, the following storage or deletion periods apply:

- IEA will delete your personal data provided for the event latest one month after the event.
- IEA will delete your personal data provided for the event at the end of the applicable study cycle.

## 6. Your rights as a data subject

In accordance with Article 15 GDPR, you have the right to information from the controller about the personal data concerning you. You also have a right to correct incorrect data about you in accordance with Article 16 GDPR or to erase your personal data if one of the reasons stated in Art. 17 GDPR apply to you, i.e. if the data is no longer needed for the pursued purposes. You also have the right to restrict the processing of your data if one of the conditions mentioned in Art. 18 GDPR applies. Where applicable, you may have a right to data portability as stated in Art. 20 GDPR.

In cases where we process your personal data on the legal basis of Art. 6.1.1. (f) GDPR (consent), you also have the right to object at any time to the data processing for reasons arising from your particular situation. We will then no longer process your personal data unless there are compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims. **You can assert your data protection rights here:** [dataprotection@iea.nl](mailto:dataprotection@iea.nl) or [datenschutz@iea-hamburg.de](mailto:datenschutz@iea-hamburg.de).

You also have the right to file a complaint with a supervisory authority if you believe that the processing of your personal data violates your rights under the GDPR. The right to file a complaint may be exercised before a supervisory authority in the Member State of the data subject's place of residence or of the place of the alleged infringement.

## 7. Our Data Protection Officer

Our data protection officers support us in our compliance with applicable data protection obligations. You can reach them here:

(for requests in German) datenschutz nord GmbH, Sechslingspforte 2, 22087 Hamburg, email: [iea@datenschutz-nord.de](mailto:iea@datenschutz-nord.de), Web: [www.datenschutz-nord-gruppe.de](http://www.datenschutz-nord-gruppe.de)

(for requests in English) email: [Dataprotection@iea.nl](mailto:Dataprotection@iea.nl)