

INFORMATION CLAUSE ON PROCESSING OF PERSONAL DATA

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The Conference: **18th International Congress of the Polish Society
for Fundamental and Clinical Immunology
Białystok, 16-18 May 2024**

Conference organizer: **Polish Society for Fundamental and Clinical Immunology**
Ogrody 101/2, 32-050 Skawina
KRS: 0000180589, REGON: 470776966, NIP: 5261696428

Organizing office: **AltaSoft Sp. z o.o.**
Pukowca 15 St., 40-847 Katowice
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Under current law consent to the processing your personal data is necessary for a successful registration and subsequent users' service.

On the basis of Article 13 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), we inform that:

1. Under the agreement with the Organizer, Organizing Office of the Conference is **the administrator** of your personal data - **AltaSoft Sp. z o.o.** - registry data of the company as above, hereinafter referred to as AltaSoft
2. AltaSoft processes your data for purposes that ensure the efficient implementation of the Conference and the service of its participants, including, among others:
 - a) identification of the Conference Participants and the scope of services being ordered by them,
 - b) verification of eligibility to participate in the conference, implementation of ordered services, e.g. providing access to the Digital Platform (a portal with verified access containing all materials provided to the participant in electronic form), booking a place in a hotel, enrolment for relevant classes,
 - c) preparation of the conference materials (e.g. identifiers, certificates),
 - d) exchange of relevant information among the organizer of the conference and its participants e.g. providing invitations and access packages to the Digital Platform/ Participant's Internet Zone, changes in the scope of training; reminding about important dates and deadlines etc.
 - e) collecting information allowing for the adaptation of the detailed program of the Conference to the professional profile of the registering participants,
 - f) making the settlement of the Conference and claims handling,

- g) invoicing and payment service,
 - h) confirmation that the participant obtained educational points for professional development for doctors and dentists,
 - i) ensuring the smooth operation of the Digital Platform and the provision of maintenance and helpdesk services for the Conference participant during its duration.
3. Providing data is not obligatory, but it is necessary to register and service your participation in the Conference.
4. For the purposes indicated in point 2, AltaSoft may, in principle, process the following Categories of Personal Data: identification data (name and surname), business data (profession, specialization, number right to practice the profession (license number) , place of work), contact details (telephone number, e-mail address), personal data necessary to issue and deliver an invoice documenting the execution of the payment. If you activate the automatic verification of your license number in the relevant registers, you may be asked to provide additional data, such as your date of birth, but this data is only used during the verification process and is not stored.
5. In the case of using online registration or the Digital Platform (online conference or access to the Participant's Internet Zone), the IP address, browser type, browser language, date and time of logging in, opening the form or selecting a specific Platform option are also processed. The full regulations for the provision of electronic services by AltaSoft are available at:
<https://altasoft-it.pl/regulations/RegulationsDigitalPlatform.pdf>.
6. In connection with the purposes listed in point 2, your data may be made available to other recipients to a minimum limited extent, which include:
- a) entities with the help of which AltaSoft implements its purposes, entrusted with the processing of personal data on behalf and for the benefit of AltaSoft, which include, inter alia, ICT system providers, law firms and consulting companies, postal operators and couriers,
 - b) in the case of booking services that require the involvement of third parties / entities (e.g. booking transport services, accommodation, etc.), entities / persons providing these services (e.g. transport companies, hotels where accommodation is booked,
 - c) recipients to whom AltaSoft will be obliged to provide data under applicable law.
7. Your data will not be transferred outside the EEA or to international organizations
8. Your data is not subject to profiling. AltaSoft will also not make automated decisions in the processing of your personal data
9. Your personal data will be processed for the following period:
- a) data provided in the registration form - including contact details, and data on activity on the Digital Platform for 12 months or for the period necessary to pursue claims, if any,
 - b) payment details in accordance with the periods required by law (on the date of publication of the clause: for a period of 5 years, counting from the end of the calendar year in which the Conference took place, i.e. until December 31, 2029),
 - c) names and surnames in electronic archival attendance lists - until you withdraw your consent to processing.

10. In connection with the processing of your personal data by AltaSoft, you have the following rights for the above-mentioned purposes:
- a) the right to request access to your personal data and obtain information about their processing, and in the event of an incorrect right to request rectification,
 - b) the right to request the deletion of data ("the right to be forgotten"), in the event of circumstances provided for in art. 17 GDPR
 - c) the right to limit processing in situations and on the principles set out in art. 18 GDPR,
 - d) the right to transfer data, i.e. to receive from the Administrator your personal data in a structured, commonly used machine-readable format (by a computer), as well as to request their transfer to another data administrator,
 - e) e) the right to object to the processing of your personal data.
11. Each data subject also has the right to lodge a complaint with the supervisory body (the President of the Personal Data Protection Office), if he or she believes that the processing of personal data concerning him violates the applicable provisions.
12. Each of the operations listed in point 10 is always possible by contacting the person supervising the processing of data in AltaSoft: administrator@altasoft.pl or with the Conference Customer Service Office (Event Organization Department): konferencje@altasoft.pl, address as given in the data registration, telephone: (+48) 32 259 83 99, (+48) 32 259 83 98, (+48) 32 259 83 96, fax: ext. 18.
13. You should be aware that a request to delete data or a request to be forgotten before the Conference due to the lack of subsequent possibility of identifying the person is tantamount to resignation from participation in the Conference. If such a request is made after the Conference, it may also be impossible to delete all data before the expiry of the indicated processing period due to applicable regulations, e.g. regarding the storage of financial documents.
14. If during registration AltaSoft data of third parties are made available, e.g. registration is not made directly by the participant, but is made on his behalf, the person providing the data is responsible for notifying the relevant persons that their data has been made available to AltaSoft and for ensuring that they understand and agree to how AltaSoft may use their data (as described in this "Information Clause").

The detailed rules of data processing in the scope not covered by this clause are regulated by the [AltaSoft Privacy Policy](#).