



Karolinska  
Institutet



## Academic Conferences Privacy Policy

Academic Conferences, universities in cooperation: Karolinska Institutet (KI), SLU and Uppsala University (UU), plans and administers conferences and other events on behalf of its principals and their partners.

In order to do so, we must collect and process personal data. The purpose of this policy is to explain what information we collect and how we use it, as well as what rights you have as a registered participant.

### Personal data controller

The Swedish University of Agricultural Sciences (SLU) is responsible for the processing of your personal data and personal data assistant for KI and UU in arranging conferences under their auspices.

The data protection officer at SLU can be reached via [dataskydd@slu.se](mailto:dataskydd@slu.se) or by telephone +46 18 67 20 90.

### Legal basis

GDPR (General Data Protection Regulation) stipulates that all processing of personal data must be on a legal basis. The legal grounds that are relevant for SLU/Academic Conferences are fulfillment of agreements, information of general interest, consent, fulfillment of legal obligation.

SLU/Academic Conferences believes that the processing of your personal data we perform is necessary to be able to handle your registration and plan for your participation in conferences/events. The legal basis that applies to the different types of treatments we perform is described in more detail below.

### Purpose

We process and store information you provide to us when you register for our conferences and events.

The information is used so that we can fulfill our obligations to you, administer your registration, plan your participation, payment, changes and cancellations, and to provide you with good service. The personal information may also form the basis for information to you about upcoming conferences and events that you are interested in. Personal data may also be used to establish, assert or defend legal claims.

### Registration for conferences and events

*Purpose:* Administer participation in physical/digital conference/event or webinar,

management of participation in activities/seminars, meals, transportation, accommodation, management of fees/travel allowance/payment/refund, statistics, and additional information for you about upcoming conferences and events.

*Type of information:* Name, social security number, gender, position, e-mail, address, mobile phone number, telephone number, choice of activities, bank account number, any allergies and special wishes or circumstances. Information that you provided us with when registering.

*Legal basis:* Fulfillment of agreements regarding planning and execution of conferences / events, or consent.

## List of participants

*Purpose:* Publication and distribution of contact information of participants. (E.g. in a printed book, on the conference website or in a conference app).

*Type of information:* Name, work place, city and/or country.

*Legal basis:* Consent.

## Programme- and abstract book

*Purpose:* Present biographies and photos of speakers and moderators and compile selected oral and poster abstracts in digital and printed form (e.g. in a printed book, on the conference website or in a conference app).

*Type of information:* Name, photo, work place, contact details and abstract/paper.

*Legal basis:* Consent

## Photography, filming of participants and conversation in chat function

*Purpose:* Document the participants' opinions about the conference and its topics through photography, interviews and filming. Chat histories might be saved to help the organisers to answer questions asked in the chat function. The material may be posted on the conference website and on social media.

*Type of information:* Name, photo and film/recording, as well as your answers.

*Legal basis:* Consent.

## Recording of moderators and speakers during an in-person conference or a live-stream webinar.

*Purpose:* Document oral presentations during the conference through film/audio/photography. The recordings may be posted on the conference website and on social media.

*Type of information:* Name, work title, organisation and presentation.

*Legal basis:* Consent.

## Participant evaluation and client survey

Purpose: Collect input from participants to develop our services and upcoming conferences and events.

*Type of information:* Name, mobile phone number, phone number, IP-number and your answers.

*Legal basis:* Consent.

## Disclosure of personal data

In accordance with the rules on public documents (unless they are to be kept confidential), Academic Conferences may disclose your personal information to the person requesting a public document if it contains your personal information.

## Transfer of personal data

Academic Conferences put great emphasize on safe processing of your personal data. We use adequate physical, technical and administrative systems, processes and routines to manage the information we collect. Access to personal data is only given to those who need it for their work tasks.

However, information can also be processed by the specific conference/event host/client and personal data assistants, i.e. companies/organizations that Academic Conferences collaborates with regarding IT operations, payments, printing, distribution, accommodation, meals and transportation. However, these parties may not use information about you for any purpose other than the specific conference/event and for the purpose of providing services for which they have been contracted.

## Storage

Your material is stored on the university's servers (cloud storage in accordance with the GDPR) as long as it is relevant to be able to use it, and stored in the university's archives for as long as required by legislation on public documents and government archives and according to a data erasure plan. Completed productions that use this material may be published on the university's website and on social media. If you know that you have been photographed in any context and do not want the conference to use the material, contact Academic Conferences at [info@akademikonferens.se](mailto:info@akademikonferens.se).

The personal data is stored for as long as necessary with regard to the purpose of the processing. If the conference/webinar is recorded, the recording can be saved for a longer period as documentation.

Your personal data is also stored for as long as required by law on public documents and government archives.

## Your rights

In certain circumstances, you have the right to have your data deleted, corrected or restricted and to have access to the personal data that is being processed, as well as the right to object to the processing. To use your rights, contact SLU at [dataskydd@slu.se](mailto:dataskydd@slu.se) or by telephone +46 18 67 20 90.

However, we cannot delete your information if there is a statutory requirement for storage, such as accounting rules, or when there are other legitimate reasons why the information must be saved, or that the processing is necessary for your participation in the conference/event.

## Withdrawal of consent

If Academic Conferences' processing of your personal data is based on consent, you have the right to revoke this consent.

## Comments

If you have comments on SLU's personal data processing, you can contact us at [dataskydd@slu.se](mailto:dataskydd@slu.se) or by telephone +46 18 67 20 90.

If you are not satisfied with SLU's response, you can file a complaint to the Swedish Data Protection Authority at [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se) or by telephone +46 8 657 61 00.

You can find more information about the Swedish Data Protection Authority, as well as the form for filing a complaint, on their website: <https://www.datainspektionen.se/other-lang/in-english/the-general-data-protection-regulation-gdpr/personal-data-breaches/report-personal-data-breach/>

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