

COMMUNICATION ABOUT COLLECTION OF PERSONAL DATA BY DTU

Background

DTU sends you this letter to inform you that DTU has access to the personal data you have provided in the conference management system, named ConfTool.

According to Articles 13 and 14 in the Data Protection Regulation¹ DTU shall provide you with a variety of information when DTU receives data about you from you.

In the below document, you can find the information that DTU shall provide you with, namely:

1. How to contact DTU which is the data controller
2. Contact details of DTU's data protection officer
3. The purposes and the legal ground for DTU's processing of your personal data
4. The categories of personal data that DTU processes about you
5. The recipients or categories of recipients to whom DTU transfers your personal data
6. The period for which DTU will store your personal data
7. Your rights as a data subject
8. How you, as a data subject, can lodge a claim with Datatilsynet (the Danish data supervision authority)

Below you will find more details with respect to the information to be provided to you by DTU.

This information is for information purposes only, and no further processing of the data is envisaged with respect to you.

If you have any questions, please feel free to contact DTU. The contact details can be found on the next page.

¹ 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. It appears from Article 14(1) that the data controller shall provide the data subject with a variety of information where personal data have not been obtained from the data subject.

Information about DTU's processing of your personal data etc.

1. How do you contact DTU which is the data controller?

As data controller, DTU is responsible for the processing of the personal data received by DTU about you. You find the relevant contact details here:

Senior Executive Officer Trylle Arnfred
Office for Study Programmes and Student Affairs
Technical University of Denmark
Anker Engelunds Vej 1
DK-2800 Kgs. Lyngby
Telephone: +45 45251007
E-mail: tca@adm.dtu.dk

2. Contact details of DTU's data protection officer

If you have any questions regarding DTU's processing of your personal data, please do not hesitate to contact DTU's data protection officer in one of the following ways:

- By e-mail: Legal advisor **Ane Sandager**
- By telephone: **+45 93511439**
- By letter: anesa@dtu.dk

3. The purposes and the legal ground for DTU's processing of your personal data

DTU processes your personal data with the following purpose(s):

We collect your data in order to plan and execute the practical and scientific part of the conference, including communicating with all the participants, planning of the programme, publishing the Book of Abstracts and the Conference Proceedings.

The legal ground for collecting and processing your data is based on the consent given upon registration for the conference.

4. The categories of personal data that DTU processes about you

DTU processes the following categories of personal data about you:

Name, surname and email are used for contacting you in connection to the event. Your name, surname and email are also necessary for granting you the access to the conference App.

Your affiliation (university where you work) is connected to your written contribution and it is an essential part of your published work.

Your affiliation is also used for statistical purposes and it may be shared with sponsors of the event.

5. The recipients or categories of recipients to whom DTU transfers your personal data

The data you type in ConfTool are automatically available to DIS Congress Service, which uses the data for producing the invoice and register the payment of the registration fee. In addition, DIS may use the data for the arrangement of the accommodation during the conference period.

We may transfer the data to SEFI society, who may store them for statistical and administrative purposes and use them in accordance to their privacy policy, available at: <https://www.sefi.be/privacy-notice-for-sefi-members/>

DTU imports the data from participants, moderators and authors to the conference App chosen for this event (Whova). Whova handles the data according to their privacy policy, available at: <https://whova.com/privacy/>

The sponsors of the event receive the list of participants, if you have given your consent upon registration.

6. For which period will DTU store your personal data?

At present, we cannot say for which period we will store your personal data. However, we can inform you that we will take into consideration when determining the period for which your personal data will be stored.

7. Which rights do you have as a data subject?

According to the Data Protection Regulation, you have a number of rights with respect to DTU's processing of your personal data. If you want to make use of your rights, you must contact DTU.

7.1 Right to see the data (right of access)

In certain cases, you shall have right of access to the data that DTU processes about you, as well as a variety of other information.

7.2 Right to rectification (correction)

In certain cases, you shall have the right to rectification of incorrect information about you.

7.3 Right to deletion

In certain cases, you shall have the right to deletion of your personal data before the date set for DTU's general deletion of your personal data.

7.4 Right to restriction of processing

In certain cases, you shall have the right to restriction of the processing of your personal data. If you have the right to restriction of the processing, DTU shall, in future, only process the personal data (with the exception of storage), with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest.

7.5 Right to object

In certain cases, you shall have the right to object to DTU's otherwise legal processing of your personal data.

7.6 Right to transmit data (dataportability)

In certain cases, you shall have the right to receive your personal data in a structured, commonly used and machine-readable format and have the right to transmit those data to another data controller without hindrance.

You can read more about your rights in Datatilsynet's guidance on the rights of data subjects ("Vejledning om de registreredes rettigheder") which you can find on www.datatilsynet.dk.

8. How can you as a data subject lodge a claim with Datatilsynet?



You can lodge a claim with Datatilsynet, if you are not satisfied with the way in which DTU processes your personal data. You can find the contact details of Datatilsynet on www.datatilsynet.dk.