

**Information Clause of the Personal Data Administrator
for Participants of conferences or events**

1. The Personal Data Administrator of Participants of conferences or events, hereinafter referred to as **Participants**, is: Stowarzyszenie na Rzecz Rozwoju Rynologii „Rynologia Polska”, with registered office at the following address: ul. Hoża 37/5, 00-681 Warszawa, registered in the register of associations, other social and professional organizations, foundations and independent public healthcare institutions under KRS number: 0000125143, Tax ID (NIP): 5262695388, National Business Registry Number (REGON): 015213595, hereinafter referred to as the **Administrator**.

2. The Administrator processes the following personal data of Participants: name and surname, profession's license number, gender, academic title, e-mail address, telephone number, name and address of the organization, data necessary to issue a VAT invoice.

3. With respect to the rights of Participants as personal data subjects (i.e. people to whom the data relates) and with respect to the mandatory rules of law, including especially the Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on 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/WE (General Data Protection Regulation), hereinafter referred to as **GDPR**, the Polish personal data protection Act (hereinafter referred to as the **Act**) and other relevant personal data protection laws, Administrator commits to maintaining the safety and confidentiality of all personal data that shared with Administrator by Participants. All Administrator's employees have been properly trained in personal data protection, and Administrator has introduced new security measures, as well as technical and organisational means, in order to ensure the highest possible level of personal data protection. Administrator has introduced appropriate procedures and policies to process personal data in accordance with GDPR, so that personal data processing occurs lawfully and reliably and Participants, as the persons to whom the data relates, may execute all their relevant rights. Additionally, if needed, Administrator cooperate with the regulatory body within the territory of the Republic of Poland, i.e. the President of the Data Protection Authority (hereinafter referred to as the **PDPA**).

4. Provision of the data specified above is mandatory in the following circumstances:

- a) implementation of a conference or event organized (co-organized) by the Administrator and participation in it by Participants, including in particular for the registration of participants, organization, conducting and settlement of a conference or event
- b) awarding to the Participants certificates confirming participation and educational points for participation in the conference or even

c) fulfillment of legal obligations incumbent on the Administrator in connection with the implementation of a conference or event, in particular obligations arising from tax law and accounting regulations

5. As per the rule of minimisation, Administrator only processes the categories of personal data of Participants that are considered necessary to achieve purposes specified in the point 3 and 4 above.

6. Providing personal data is voluntary, but necessary for the Participant to participate in a conference or event and necessary for the organization (co-organization) of this conference or event.

7. Administrator shall process the personal data of Participants only for however long it is necessary to achieve said purposes specified in the point 3 and 4 above. The personal data may be processed for a longer period of time only when the Administrator is required by the relevant mandatory rules of law to do so, by the legally justified interest of the Administrator, referred to in point 10c below (i.e. during the period of limitation of claims or termination of relevant proceedings, if they were instituted in the limitation period) or when the provided service is continuous.

8. The source of the personal data processed by the Administrator are the Participants, i.e. the persons to whom the data relates, or persons who register Participants with their consent.

9. The legal basis for processing personal data of Participants is:

a) art. 6.1.b of the GDPR, i.e. processing is necessary for the performance of a contract to which Participants is party or in order to take steps at Participant's request prior to entering into a contract, or

b) art. 6.1.c GDPR, i.e. indispensability to fulfill legal obligations incumbent on the Administrator, or

c) art. 6.1.f of the GDPR, i.e. legitimate interests pursued by the Administrator, such as determining, demanding, or defending claims, until they lapse or until the relevant proceedings are completed, if they were initiated within that period, or

d) art. 6.1.a of the GDPR, i.e. Participant's consent to the processing of personal data for one or more specific purposes, when other legal bases for data processing are not applicable.

10. Personal data of Participants shall not be shared with any third country or international organization, as per the GDPR. If the personal data is shared with a third country or international organization, Participants shall be duly informed thereof, and the Administrator shall utilise security measures, as per Chapter V of the GDPR.

11. No personal data is shared with any third parties without express consent of the person to whom the data relates. Personal data may be shared without the consent of the person to whom it relates only with legal public bodies, i.e. government and administrative bodies (e.g. tax offices, judicial authorities and other entities with a mandate stipulated by the relevant mandatory rules of law).

12. Personal data may be shared with entities that process the data on our request, i.e. on the request of the Administrator. In such cases, the Administrator concludes a contract for personal data processing with such an entity. The processing entity processes the shared personal data solely for purposes specified in the aforementioned contract. Without sharing the personal data with such entities Administrator would not be able to conduct its business activity. The Administrator shares the personal data for processing with the following entities:

- a) providing IT services related to the Internet domain and computer systems of the Administrator
- b) providing us courier, postal and transport services
- c) providing payment services to the Administrator in connection with the organization (co-organization) of a conference or event,,
- d) providing other services that are necessary for the day-to-day activities of the Administrator.

13. The personal data is not profiled by the Administrator, as per the GDPR.

14. According to the GDPR, each Participant as person whose personal data is being processed by the Administrator, has the right to:

- a) be informed of the processing of their personal data, as per art. 12 of the GDPR,
- b) have access to their personal data, as per art. 15 of the GDPR,
- c) correct or update the personal data, as per art. 16 of the GDPR,
- d) delete the data (the right to be forgotten), as per art. 17 of the GDPR,
- e) limit the processing, as per art. 18 of the GDPR,
- f) transfer the data, as per art. 20 of the GDPR,
- g) file a rejection to the processing of the personal data, as per art. 21 of the GDPR,
- h) in the case of the legal basis referred to in point 10d above - the right to withdraw consent at any time without affecting the legality of the processing, which was made on the basis of consent before its withdrawal,
- i) refuse profiling, as per art. 22 relating to art. 4.4 of the GDPR,
- j) file a complaint to a regulatory body (i.e. to the President of the Data Protection Authority), as per art. 77 of the GDPR,

taking into account the rules of using and exercising these rights resulting from the provisions of the GDPR.

15. In order to benefit by the Participant from the rights referred to in the preceding paragraph, please send a message by e-mail to an e-mail address or in writing to the correspondence address referred to in point 17 below.

16. The Administrator has appointed the Data Protection Supervisor, who is Konrad Cioczek. Any questions, requests or complaints relating to personal data processing, hereinafter referred to as **Applications**, should be sent to the following e-mail address of the Data Protection Supervisor: iodo@magazynorl.pl, or in writing to the postal address of the Administrator: ul. Hoża 37/5, 00-681 Warszawa.

17. The Application should clearly contain:

- a) the data of the person or persons to whom the Application relates,
- b) the event that the Application relates to,
- c) the filed requests and their legal basis,
- d) the desired means of solving the issue.

18. Each ascertained instance of security breach is documented, and should any of the events, as described by the GDPR or the Act, occur, Participants (as the persons to whom the data relates), as well as the PDPA, if applicable, shall be informed of it.

19. All capitalized words have the meaning given to them in the Regulations of Participation, unless otherwise stated in the content of this Information Clause.