

# Privacy Policy

ESC cares about your privacy and treats personal data with the strictest confidentiality and always in accordance with the applicable legislation.

The purpose of this privacy policy is to provide you with transparent information about the data we collect, the purpose, the way we use it, with whom we share it and the rights you have with regard to the processing of such data.

This privacy policy is applicable, inter alia, to (i) our website <https://escrh.eu/> and its related weblinks (hereinafter ‘our Website’) and (ii) all relations between ESC and its members, participants of congresses and other events, speakers, applicants for grants and accreditations, sponsors and partners.

It is important to read this privacy policy carefully. If you have any further questions, please do not hesitate to contact us at [info@escrh.eu](mailto:info@escrh.eu)

## **1. Who is responsible for the processing of your personal data?**

The European Society of Contraception and Reproductive Health, ‘a private foreign association with a center of operations in Belgium’, that has its registered office at Centre de Régulation des Naissances, Hôpital Saint-Louis, I. Avenue Claude Vellefaux, 75475 Paris CEDEX 10, France and is registered in the Belgian Crossroads Bank for Enterprises under the number 0479.140.903 (hereinafter 'ESC' or ‘we’) is responsible for the processing of personal data as described in this privacy policy. If you have any questions, please do not hesitate to contact us at [info@escrh.eu](mailto:info@escrh.eu).

## **2. How do we collect your personal data?**

ESC is an association which combines a wide range of activities in the field of contraception and reproductive health, including the provision of membership services, the collection and dissemination of scientific information and the organization of congresses and other events. This may require the handling of personal data of individuals involved in these activities and hence ESC collects personal data in a number of ways from a number of sources.

ESC may collect your personal data in the following ways:

- directly from your verbal or written input;
- indirectly through third parties acting on behalf of you (e.g. affiliated members providing details of their representatives);
- automatically when you visit our Website (e.g. through the use of cookies).

Your personal data are principally collected:

- when you register personal data when creating or updating an ESC membership account on our Website (when spoken about Members this means members of ESC which cover both individual members and affiliated members);
- when you enter personal data on a specific application form for an ESC grant (e.g. grants for scientific projects and educational courses and meetings) or an ESC award;
- when you enter personal data on a form applying to become a representative of the board of directors of ESC (hereinafter 'Board'), or applying for a position at the executive committee, the internal scientific committee, the editorial team or one of the experts groups of ESC;
- when you or a third party acting on your behalf, enter personal data on a form requesting an ESC product or service (e.g. when registering for an ESC organized congress);
- when you enter personal data on an ESC congress (or other event) evaluation form;
- when you exchange business cards (e.g. at an ESC organized congress);
- when you register as speaker for congresses, seminars or other events organized by ESC;
- when you register for accreditation (e.g. CME accreditation);
- when you submit content in connection with a scientific presentation at an ESC organized congress or other event (e.g. abstract submission);
- when you register as sponsor of congresses, seminars or other events organized by ESC by completing a sponsorship agreement.

### **3. What personal data do we process about you and what do we use it for?**

#### **3.1 Membership**

##### **3.1.1 Membership accounts and mailings**

###### **Individual membership**

ESC processes the identification and contact details you provide when you register for an 'individual membership' account. The personal data we process in this context includes your name, address, email address, date of birth, gender, institute, department, special preferences of topics and billing and payment information. During the registration process it is indicated whether the requested information is mandatory or not.

ESC uses this personal data for the following purposes: membership management, accounting and billing, to provide you with the products or services you request, to communicate with you about specific matters regarding your transaction (e.g. registration for an ESC organized congress or event), to send you information about specific ESC activities which we believe may interest you according to the information (special preferences of topics) you provided to us in the account creation process and to send you copies of the Journal of Contraception and Reproductive Health Care of ESC (hereinafter 'Journal') in paper copy and online and to include you in the DocMatter ESC Online Community.

Your personal data will be shared with our center of operations in Belgium. For the purpose of delivering the Journal to you we share your name and postal address with our publisher. Your personal data (Title, First name, Last Name, Email address, Professional group and Special interest group) will be shared with our DocMatter contact person.

###### **Affiliated membership**

ESC processes the identification and contact details (name, email address and phone number) of the person who concludes the agreement on affiliation with ESC when registering for an 'affiliated membership' account. ESC also processes the following personal data of the affiliated member's representatives: name, address, email address, date of birth, gender, institute, department, special preferences of topics and billing and payment information. During the registration process it is indicated whether the requested information is mandatory or not.

ESC uses this personal data for the following purposes: membership management, accounting and billing, to provide you with the products or services you request, to communicate with you about specific matters regarding your transaction (e.g. registration for an ESC organized

congress or event), to send you information about specific ESC activities which we believe may interest you according to the information (special preferences of topics) provided to us in the account creation process and to provide access to the Journal online and to include you in the DocMatter ESC Online Community.

Your personal data will be shared with our center of operations in Belgium. Your personal data (Title, First name, Last Name, Email address, Professional group and Special interest group) will be shared with our DocMatter contact person.

### **Membership mailings**

We use your address and email address to communicate with you, to send you information directly related to the transactions you have with us (e.g. confirmation of registrations) and to send you information about specific ESC activities which we believe may interest you according to the information (special preferences of topics) provided in the account creation process.

ESC respects the privacy of personal email addresses. The objective is not to send you unwanted messages. You can manage the extent to which we communicate with you by using the preferences section in your account. You can always change your preference settings in your account. Furthermore, all mailings sent to you offer the possibility to unsubscribe.

Please be aware that even if you don't indicate any preferences in your account, a minimum of information will still be sent (namely by email: congress information and invitations to vote for the election of the Board, ESC online community and by postal mailings: invitations to congresses).

Your personal data will be shared with our center of operations in Belgium.

### **3.1.2 Applications for grant**

As an individual member or representative of an affiliated member you can apply for a grant for a scientific project and/or for an educational course. The information we process in this context includes the following personal data from you as grant applicant: your name, job title, address, email address, telephone number and short resume, as well the name, title, contact number and email address of the person who will oversee the budget and keep accounts and the name of the contact person in case of previous funding from ESC.

In case of a grant award the grant application form, the interim report forms and final report forms/granted course report forms containing personal data will be published on our Website. This for transparency reasons towards other applicants.

### **3.1.3 Elections**

#### **Board**

For the purpose of (re)election of the Board we collect the following personal data of the person standing for (re)election: name, job title, mobile phone number, email address and short resume.

Your personal data will be shared with our center of operations in Belgium and the ESC Members of the own country of the person standing for (re)election.

#### **Internal scientific committee, editorial team, executive committee and expert groups**

For the purpose of the (re)election of the internal scientific committee, the editorial team, the executive committee and the expert groups of ESC, we collect the following personal data of the person standing for (re)election: name, year of birth, job title, mobile phone number, email address and professional expertise.

Your personal data will be shared with our center of operations in Belgium and the Board.

#### **ESC awards**

For the purpose of nomination of ESC awards the representatives of the Board who wish to nominate a candidate for the ESC awards must provide the following personal data: names of the three supporting Board representatives, as well as name, mobile phone number, email address, date of birth and resume of the nominee.

Your personal data will be shared with our center of operations in Belgium and the Board.

## **3.2 Congresses and events**

### **3.2.1 Registrations for congresses and events**

As a Member or non-Member you can register for congresses and other events that we organize by completing an online data collection form. For the purpose of your registration for a specific congress/event the following personal data will be collected: your title, first name, last name, institute, department, address, email address and invoice address.

Your personal data will be shared with our center of operations in Belgium.

### **3.2.2 Speakers at congresses and events**

If you register as a speaker for an ESC congress or other event, we need certain personal data from you (e.g. your name, email address, ID number, gender, date of birth) for the purpose of the organization and publicity of the event as well as to manage travel and hotel accommodations.

This personal data will be shared with [the operational seat of ESC in Belgium]. This personal data can also be shared with our travel agencies for the purpose of arranging transport and accommodation for the congress/event at which you will speak and with the European Union of Medical Specialists (UEMS) for the purpose of obtaining CME accreditation.

### **3.2.3 Submission and use of abstracts**

When you submit an abstract, certain personal data will be requested, such as your email address. We use this data to make a selection of speakers for ESC congresses and events, as well as to award certain prizes.

This personal data will be shared with are provider of abstract management software, our center of operations in Belgium and reviewers.

### **3.2.4 Sponsors of congresses and other events**

In order to ensure that the financing of congresses and other events is handled properly, the following personal data are requested from the sponsors: name and title of the contact person of the sponsor.

Your personal data will be shared with our center of operations in Belgium and the executive committee of ESC.

### **3.2.5 Evaluations of congresses and events**

As a visitor of a congress or event organized by ESC, you can evaluate it by filling in an evaluation form. For statistical purposes we may collect personal data e.g. your email address. Your personal data will be shared with our center of operations in Belgium.

### **3.3 Email privacy**

If you subscribe to our newsletters as a non-Member (e.g. via the option provided in the registration form for an ESC congress or event), we will use your personal data (e-mail address) to keep you informed about ESC events and other services offered by ESC.

ESC respects the privacy of personal email addresses. The objective is not to send you unwanted messages. All mailings sent to you offer the possibility to unsubscribe.

### **3.4 Journal**

In the context of your submission of manuscripts for publication in the Journal the following personal data of you will be collected via the ScholarOne platform: your name, email address and address. We process this data for the purposes of reviewing and publishing of manuscripts in the Journal.

These personal data will be shared with our center of operations in Belgium and the editorial team of ESC.

### **3.5 Information we collect automatically via our Website**

When you visit our Website, information is collected in an automated manner about your computer or device, your IP address, the referring website, what pages you visit and the general use you make of the website. This information is collected using various technologies which includes saving cookies to your computer or device.

## **4. What are the legal basis for the processing?**

ESC primarily processes data on the basis of the legal relationship resulting from the Membership with ESC or for steps prior to the acceptance as Member of ESC upon request of the data subject.

If and in as far as the disclosure and transfer of personal data to third parties is not based on the performance of contractual obligations or for steps prior to entering into a contract it is based on the data subject's consent in accordance.

The advertising of ESC events and other services offered by ESC to non-Members is based on the legitimate interest of ESC. The legitimate interest of ESC in these cases is the increase of the number of Members as well as the promotion of the purpose of ESC by extending the circle of addressees for the services offered by ESC in pursuit of the ESC's purpose.

The notification of personal data to relevant authorities is based on the legal obligations to be met by ESC.

The processing of personal data of customers and contractors not being Members rendering services to or receiving services from ESC is based on the performance of contracts and steps taken prior to entering into a contract.

## **5. How long do we keep your personal data?**

We will retain your personal data for as long as this is necessary to achieve the purposes set out in Article 3. We will remove your personal data from our database as soon as we no longer need them to achieve these purposes or when you validly exercise the right to erase your personal data.

Should you wish to know how long your personal data will be kept for specific processes, please contact us at [info@escrh.eu](mailto:info@escrh.eu)

## **6. Whom do we share personal data with and how do we protect your personal data?**

We do not sell, trade, or rent your personal data to others.

We shall not disclose your personal data to third parties, unless it is necessary in the context of providing ESC services. In this respect, your personal data may be disclosed to software providers, cloud partners, payment partners and business partners such as congress



organizers, accommodation and travel partners, publishers (e.g. the publisher of the Journal) and organizations providing accreditation (e.g. CME accreditation).

If it is necessary that ESC discloses your personal data to third parties in this context, the third party in question is required to use your personal data in accordance with the provisions of this privacy policy. We have concluded data processing agreements with the third parties concerned, which contain the necessary guarantees regarding confidentiality and privacy compliance of your personal data.

Notwithstanding the foregoing, it is however possible that ESC discloses your personal data to the competent authorities (i) if ESC is obliged to do so under law or under legal proceedings and (ii) to safeguard and defend our rights.

In certain very rare limited cases, ESC may transfer personal data to third countries. This could be the case when a representative of the Board is based in one of the countries included in the World Health Organization list which does not fall under the adequacy decision enacted by the European Commission (e.g. Bosnia Herzegovina, Kazakhstan, Russian Federation, Turkey, Uzbekistan, etc.). A representative of the Board can access personal data in application forms for elections for the internal scientific committee, the editorial team, the executive committee, the expert group, as well as personal data in application forms for ESC awards.

However any transfer of personal data outside the European Economic Area (EAA) to such a recipient in a country which does not fall under the adequacy decision enacted by the European Commission, shall be governed by the provisions of a data transfer agreement which shall contain the standard contractual clauses issues by the European Commission, and in those cases where it is not possible to rely on a data transfer agreement due to the fact that the data transfer is occasional, the data transfer shall be based on one of the specific derogations provided for by the General Data Protection Regulation, such as the performance of the membership contract with the data subject.

## **7. What are your rights?**

### **7.1 Right of access**

You have the right to request information on the data we hold about you from us at any time. This information includes, but is not limited to, the categories of data we process, the purposes for which it is processed, the source of the data if not collected directly from you, and, if applicable, the recipients with whom we have shared your data. You can obtain a copy of your data from us free of charge. If you require additional copies, we reserve the right to charge you

for these copies.

## **7.2 Right to rectification**

You have the right to request that we rectify inaccurate data relating to you. We will take appropriate steps to keep the data we store and process on an ongoing basis accurate, complete and current, based on the most up-to-date information available.

## **7.3 Right to erasure**

You have the right to request that we erase your data, as long as the legal requirements for this are satisfied. This may be the case if:

- the data is no longer required for the purposes for which it was collected or otherwise processed;
- you withdraw the consent on which data processing is based, and there is no other legal basis for processing;
- you lodge an objection to the processing of your data and there are no legitimate reasons for processing, or you object to data processing for direct marketing purposes;
- the data was processed unlawfully;

and provided that processing is not required:

- to ensure compliance with a legal obligation that requires us to process your data;
- especially with regard to statutory retention periods;
- to establish, exercise or defend legal claims.

## **7.4 Right to restriction of processing**

You have the right to request that we restrict processing of your data if:

- you dispute the accuracy of the data – in which case processing may be restricted during the time it takes to verify the accuracy of the data;
- processing is unlawful, and you reject erasure of your data, requesting that its usage be restricted instead;
- we no longer need your data, but you need it to establish, exercise or defend your rights;
- you have lodged an objection to its processing, as long as it is not certain that our

legitimate reasons outweigh yours.

### **7.5 Right to object**

You have the right to object to the processing of your data at any time for reasons that arise from your particular situation, as long as data processing is based on your consent, on our legitimate interests or those of a third party. In this case, we will cease to process your data. This does not apply if we can show that there are compelling legitimate grounds for processing that outweigh your interests, or if we need your data for the establishment, exercise or defense of legal claims.

### **7.6 Right to data portability**

You have the right to request that we transfer your data – if technically possible – to another responsible party. However, you may only enforce this right if data processing is based on your consent or is necessary for the performance of a contract. Rather than receiving a copy of your data, you may also ask us to submit the data directly to another responsible party specified by you.

### **7.7 Right to withdraw your consent**

You have the right to withdraw your consent at any time, for example if you have given your consent for direct marketing.

## **8. How can you exercise your rights?**

If you wish to exercise one of the above rights, you can send a written request by letter to ESC Central Office, Opalfeneweg 3, B-1740 Ternat, Belgium or by email to [info@escrh.eu](mailto:info@escrh.eu) We promise you an answer as soon as possible, at the latest one month after we have received your request.

We make every effort to comply with all requests within one month. However, this period may be extended for reasons relating to the specific right or complexity of your request.

When you visit your ‘ESC membership account’ you have direct control over the information in your personal profile. You can access and change this information at any time from your ‘ESC membership account’.

## **9. Right to file a complaint**

Please note that you always have the right to lodge a complaint with the competent supervisory authority and to seek judicial remedy in relation with the processing of your personal data.

For Belgium this is the Data Protection Authority, which can be reached by mail at Rue de la Presse 35, 1000 Brussels, and by email at the following address: [contact@apd-gba.be](mailto:contact@apd-gba.be).

For other countries of the EU you can find the list of data protection supervisory authorities here: [http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index_en.htm).

## **10. Revisions to our Privacy Policy**

We reserve the right to revise this privacy policy or any part of it from time to time, in particular to comply with all new applicable laws and/or regulations, the recommendations of the Authorities and the decisions of the courts in this area.

Please review the policy periodically for changes.

Last updated 20 May 2020