



## **Purpose**

This Privacy Policy explains when and why we collect personal information about our Taskforce Meeting participants, how we use it and how we keep it secure.

The Institute for Communication and Assessment Research is the data controller. This means that we are responsible for the way how we hold and use your personal data. We are required under data protection legislation to notify you about the information contained in this privacy policy.

## **Our commitment**

We are committed to handling personal information in accordance with data protection legislation and data protection and security best practices. This means that your personal information will be:

1. Processed lawfully, fairly, and in a transparent manner
2. Collected for specified, explicit and legitimate purposes
3. Only collected so far as relevant and required for our lawful purposes
4. As accurate and where necessary up to date as possible
5. Retained for no longer that is necessary
6. Processed in a manner that ensures an appropriate security of the personal data

## **What personal information do we collect?**

We collect information about you when you register for the Taskforce Meeting. The personal information collected includes:

- Name, title, function
- contact details (including business address, email)

## **How is your information used?**

We collect information about you only to process the Taskforce Meeting. We will not, in any circumstances, share your personal information with other individuals or organizations without your permission, including public organizations, corporations or individuals, except when applicable by law.

## **How long do we retain personal information?**

We will retain your personal data for so long as may be required for the whole process of the Taskforce Meeting – from registration to billing or as may be required by law.

## **Where do we store personal information?**

Information which you provide to us will ordinarily be stored on our secure servers. However, we do work with third party contractors, who host our website. By submitting personal data, you agree to this storing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

## **Other information**

We are not collecting information about the computer or device which is used to access our website.

## **Security precautions in place to protect the loss, misuse or alteration of your information**

We are committed to ensuring that your information is secure. We take steps to ensure that your personal data is treated securely in order to prevent unauthorised access or disclosure. We have put

in place suitable physical, technical and organizational procedures to secure the information we collect. Any personal data submitted on our website is encrypted and protected with SSL.

#### **Other Websites**

Our website may contain links to other websites. We are not responsible for their content or practices and we recommend you to check their own privacy policies.

#### **Your rights where we are processing your information**

The EU data protection legislation gives certain rights to EU citizens whose information is being collected by Institute for Communication and Assessment Research. The following is a quick summary of these rights:

- You have the right to request a copy of your personal data that we hold. For the request, please use the email address below.
- You have the right to ask us to correct any personal information about you that you believe is not correct.
- You have the right to ask us to delete personal data about you.

#### **Changes to our privacy policy**

We keep this policy under regular review and will place any updates on this website. For any questions and requests please contact us at [e.laas@cares.institute](mailto:e.laas@cares.institute).

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This privacy statement was last updated in February 2019.