



ECEE General Privacy Policy

The Euroguidelines in Central and Eastern Europe Network Group– ECEE NG is committed to protecting your personal data in accordance with the EU General Data Protection Regulation (GDPR).

This privacy policy explains how we collect, use, and disclose your personal data.

Why do we collect personal data?

- - to register individuals to ECEE courses, events and meetings;
- - to manage accommodation and travel for participants to ECEE courses, events and meetings;
- - to send non-marketing messages like surveys, certificates, newsletter, etc.

Which personal data do we collect?

ECEE collects information that you provide by filling in forms on our website. This may include:

- Full name
- E-mail address
- Title
- Gender
- Age
- Date of birth
- Nationality
- Address(es) and phone number(s) - Institution
- Address of institution
- Diploma(s) and certificate(s)
- Professional experience
- Passport details
- Affiliations
- Declaration of interests
- Photo
- Motivation
- Level of English
- Job titles

- Bank account details
- Dietary requirements

These data are collected only if they are necessary and relevant for specific activities.

Automatic Technical Collection of Data

The use of this website implies that various technical data will be collected automatically. Among this, but not restricted to, is the following information: access logs, referrer URL, IP address, date and time of access. This data will be saved routinely and deleted automatically after an appropriate period of time. This data may be linked to individual user data. The use of some services may require the acceptance of cookies (text files that may, for example, contain your preferences and login data to allow automatic log-in and extended functionality). The usage of cookies can be configured and deleted in the settings of your computer.

Who are the recipients of the personal data we collect about you?

The recipients of your personal data are limited exclusively to the personnel working at the ECEE secretariat.

Whenever necessary, data may be transmitted to sub-contractors or service providers, who are acting on our behalf to help us provide you with our services. Data may also be transmitted to ECEE organizing committees. This may include transmission of data to other countries, including countries outside the European Union.

These service providers are required to keep your personal data confidential and secure, and to use them only for the needs for the services that were entrusted to them.

How long will my personal data be kept?

ECEE will not retain personal data for longer than is necessary. Personal data that is no longer required to fulfill the original or directly related purpose for which it was collected will be erased.

Right of access/modification/withdrawal

You may, at any time, request information regarding your personal data stored with us, including data source, data recipients, and the purpose of data storage and processing. To receive the requested information, you must contact the ECEE Secretariat in writing and prove that you are the eligible recipient.

In the same way, you may, at any time, modify your personal data or withdraw your consent.

If you have any queries concerning the processing of your personal data, you may address them to the ECEE Secretariat.

Security

In order to protect and safeguard the personal data provided to us, we have implemented and use appropriate business systems and procedures as well as security procedures. Only

authorised employees are permitted to access personal information for performing their duties in respect of our services. Our server and network are protected by firewalls against unauthorised access and we have intrusion detection systems that monitor and detect unauthorised (attempts to) access to or misuse of our servers.

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