

## EPFL's Mediacom Events event PRIVACY POLICY

This privacy policy applies to the events organised by EPFL Mediacom Events and supplements the general [EPFL privacy policy](#).

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

The Ecole polytechnique fédérale de Lausanne (EPFL) is the data controller and processes your personal data to ensure an adequate organization, follow-up, communication and promotion of the events regularly organised by Mediacom Events.

EPFL Mediacom Events is responsible for the complete organisation of its own events, the communication with the speakers and participants before and after the end of the event, as well as communication and promotion of the event.

The purpose of the processing of your personal data is handling registration and attendance, reporting on the event, as well as event follow-up actions, such as sharing presentations among participants and feedback collection. It includes, in particular, lists and mailing lists for contacts, invitations, participants, reports, feedback, follow-up actions, photographs, presentations, audio and/or video recording of speakers and participants, news and publications.

Your personal data will not be used for any automated decision-making including profiling.

### **2. Legal basis for data processing**

EPFL Mediacom Events processes your personal data in accordance with the Swiss Federal Act on Data Protection (hereinafter "FADP") as well as, where applicable, the Regulation (EU) 2016/679 of the European parliament and of the Council of 27 April 2016 on the protection of natural persons with regards to the processing of Personal Data and on the free movement of such data (General Data Protection Regulation, hereinafter "GDPR"). The processing of your personal data is based on your consent. By registering to the event, you are consenting to the processing of data that is necessary to the organization of and your participation to the event. A separate consent for additional purposes is asked for in the registration form, in particular for including the attendee's name, affiliation and email address in the list of participants which will be shared among participants.

### 3. What data EPFL Mediacom Events collect about you?

Identification data, such as :

- Address or email address
- Full name
- Title
- Job title
- Affiliation or organisation
- Information linked to travel arrangements (for example what means was used to travel to the event, origin of travel)
- Phone number

Communication data:

- Information about how you heard about the event
- Whether you are registered to receive the EPFL event newsletter, Coming Soon to EPFL

Administrative data :

- Billing address and information
- Person in charge of signing, in case of contracts

Date relating to catering arrangements:

- Dietary restrictions or requests

Please note that there will be photos and audio and/or video recordings taken during the event based on the prior consent of the speakers. These photos/videos may be published by Mediacom Events for communication/education purposes. During registration, participants can indicate their preference to opt-in or opt-out from the above recording/publishing activities.

For any questions relating to data collection for events organised by EPFL Mediacom Events, please contact [events@epfl.ch](mailto:events@epfl.ch).

### 4. Who accesses your data and to whom is it disclosed?

Access to your data is granted only to Members of EPFL Mediacom Events who are directly involved in organising events. Where necessary, we may also share your information with service providers for the purposes of organising the conference.

For visibility/education purposes, personal data (pictures, video or audio recording) are diffused to a wider public (intranet or Internet). If you do not agree with your image or voice being recorded and published, please use the possibility to opt out during registration or by contacting EPFL Mediacom Events ([events@epfl.ch](mailto:events@epfl.ch)) at any stage and explicitly specifying your request.

List of participants/speakers is shared among participants/speakers who gave their consent during registration.

We will never sell your personal data for marketing purposes.

## 5. Data Security and Data transfers

In order to protect your personal data, a number of technical and organizational measures have been put in place.

Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorized access, taking into consideration the risk presented by the processing and the nature of the data being processed.

Organisational measures include restricting access to the data to authorized persons with a legitimate need to know for the purposes of this processing operation.

## 6. How long do we keep your data?

Personal data is kept as long as follow-up actions for the event are necessary with regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management, but for a maximum of 6 months.

Data necessary for logistics purposes (refund of expenses, transport, etc.) are kept according to the rules set in the [ETH Act](#) and in the [EPFL financial regulation](#).

Photos, audio and video recordings are stored at EPFL for an undetermined amount of time as their content serves for the purpose of sharing knowledge.

## Data protection rights and Contact

Please refer to the [EPFL privacy policy](#).

EPFL Mediacom Events

EPFL, 25.7.2024