

PRIVACY POLICY

Personal data

“Personal data” shall mean any information about a designated or identifiable natural person (not a legal person). In principle, therefore, it is any information that, whether on its own or in combination with other information, can serve to identify a particular individual (hereinafter the “personal data”).

Personal data controller

The personal data controller is AMCA, spol. s r. o., Vyšehradská 320/40, 128 00 Prague 2, Czech Republic, Company ID: 27397718, VAT ID: CZ27397718, registered in the Commercial Register administered by the Municipal Court in Prague, section C., insert 109971 (hereinafter the “controller”).

What data do we collect?

1. Personal data provided by you

We process the personal data you provided us by completing an online registration form a) for registration to our conference registration system, b) for registration to a particular event, or c) for abstract/other document submission to a particular event, or provided to us by e-mail, phone, fax, or any other means of communication. The provided personal data are: the first and middle names, family name, address, affiliation, phone, and e-mail.

The provision of your personal data is consensual.

2. Personal data of third persons provided by you

If you provide us personal data of a third person, you are obliged to inform the third person concerned, and procure the consent of the third person to this privacy policy document.

Why do we collect and process your personal data?

We collect and process your personal data in order to arrange your participation in a particular event (e.g., conference, workshop). This includes registration and access to the event, mailing of information concerning the organization and program of the event, issuing and mailing of documents concerning your participation in the event (e.g., invoice, certificate of attendance), printing a name badge, and – in case of your active participation in the program of the event – also listing in the program of the event, book of abstracts, conference proceedings, and similar documents.

In the event of your particular consent, we can mail you information concerning other events in a particular field or related fields. You can easily unsubscribe from this mailing by clicking on an “Unsubscribe” link in the information e-mail or by contacting us by e-mail at amca@amca.cz.

Legal grounds for the processing of the personal data

Your personal data can be processed on the following legal grounds:

- conclusion and execution of a contract,
- execution of our legal obligations,
- your consent to the processing of the personal data.

Transfer of personal data to third persons

Your personal data can be transferred to a third person only in the following cases:

- the third person is entitled by law to request the personal data,
- the transfer of the personal data is necessary for the delivery of goods or documents by a delivery service (e.g., a conference publication is shipped to the attendees of the conference),

- the transfer of the personal data is necessary for the organization of the event you register for (e.g., the program of the event is compiled by a third person – the program chair/committee; the book of abstracts of the event is edited by a third person – publisher of a journal).

We do not collect any information about the payment/credit cards used for payments of the registration or other fees. The payments are performed via secure online payment systems outside the registration system of the controller.

For how long do we process the personal data?

The personal data are stored for the time necessary for the execution of our contractual and legal obligations (e.g., the obligation to keep all invoices for at least 10 years). Personal data processed on the basis of your consent are stored for the time of existence of the given purpose. After termination of the legal ground for the processing of the personal data, the personal data are disposed of.

Security of the personal data

In order to protect the personal data and minimize the risk of unauthorized access to the personal data, we have adopted adequate organization and technical measures, including restriction of the number of persons authorized to access the personal data and technical protection of the servers and websites against unauthorized access. The transfer of the personal data from your device to our servers is encrypted, and your personal data are stored in secure data centers.

Persons authorized to access the personal data are aware of the principles of personal data protection and are sworn to secrecy.

What are your data protection rights?

Concerning your personal data, you have the following rights:

- the right to access
- the right to rectification,
- the right to erasure,
- the right to restrict processing,
- the right to data portability,
- the right to object to processing,
- the right to be informed about a breach of security of your personal data
- the right to file a complaint.

The right to access your personal data

You have the right to request copies of your personal data. Should you like to get an overview of the personal data processed by the controller, please contact us by e-mail at amca@amca.cz.

The right to rectification of your personal data

You have the right to request the controller to correct any information you believe is inaccurate. You also have the right to request the controller to complete the information you believe is incomplete.

Should you like to correct or complete the personal data processed by the controller, please contact us by e-mail at amca@amca.cz. Some personal data can be modified directly in your user account in our conference registration system.

The right to erasure

You have the right to request the controller to erase your personal data. Should you like to erase the personal data processed by the controller, please contact us by e-mail at amca@amca.cz. This right doesn't apply to personal data stored on the basis of our legal obligations.

The right to data portability

You have the right to request the controller to transfer the collected data to another organization, or directly to you.

The right to object to processing

This right concerns personal data processed on the ground of legitimate interest of the controller. We do not process any personal data on this ground.

The right to file a complaint

If you consider processing of your personal data unlawful, you have the right to file a complaint to the Office for Personal Data Protection. However, we would appreciate if you share your concerns with us beforehand (e: amca@amca.cz, t: +420 731 496 062).

This privacy policy document is valid from November 1, 2020.