

General Data Protection Regulation (GDPR)

In accordance with the provisions of European Regulation 2016/679 on the protection of personal data, we wish to inform you how important it is for us to protect your personal data. You trust us by using the services of VM Congresses and we appreciate it. This means that we are committed to protecting the personal data you share with us. We act in the interest of our customers and provide transparency regarding processing of your personal data by us.

This document describes how we use and process your personal information in a simple and clear way, so that you are aware of our views without getting tired. In addition, you will find information on how to contact us in case you have any questions about your personal data, which we will be happy to answer.

If you have used VM Congresses in the past, then you know it organizes scientific events and congresses, as well as travel-related services.

GDPR applies to any kind of information we collect either through a pre-conference online conferencing platform or the "Registration Form" filled out by onsite congress delegates or provided by third parties (scientific entities and sponsors) or by other means of communication (e.g. phone, e-mail, fax).

We may occasionally change our GDPR policy. If you are interested in following this policy, it is a good idea to regularly visit this page. If we modify our GDPR policy in a way that will affect you (for example, if we are going to process your personal data for purposes other than those previously disclosed to you in this Privacy Policy) we will notify you of these changes before these new activities begin.

Your consent to this privacy policy is essential. Unfortunately, if you do not agree with it, we will not be able to offer you part or all of our services.

What kind of personal data does VM Congresses collect?

The data we collect depend on the type of service we offer:

- a. Participation in scientific events as delegates. Data is collected in order to obtain a Certificate of Attendance and /or Credit-awarding Continuing Medical Education Certificate. This data is listed on the Participation Form and include (but is not limited to) the name, professional status (operator, name and work address, medical association registry number, relevant Medical Association, etc., mailing address, etc.) and payment information (only if required).
- b. Participation in scientific events as speakers. In addition to the above data, CVs, photographs and other piece of information about their submission to the scientific program of the conference (digital or printed) is collected.
- c. Travel services. This is data necessary for the provision of travel services, including basic information such as your name, contact details, the names of any of your fellow travelers and your payment information. In addition, in some cases, airline tickets require data such as date of birth, passport number, etc.
- d. Information about future events: Because we want you to be aware of future events of your interest, we collect information such as name, professional specialty, city of business and contact information (email, phone, mailing address, etc.).

From which sources does VM Congresses collect personal data?

- a. Personal data that you provide to us by signing up for a scientific event (in electronic or printed form), or through your order to reserve lodging and tickets or otherwise (by phone or email).
- b. Personal data you give us of other persons for conferencing or travel services of accompanying members (e.g. spouse, dependent members, etc.).

At this point, we must emphasize that it is your responsibility to ensure that the person or persons whose data you have provided are aware, understand and accept the way that VM Congresses uses their information (as described in this GDPR).

- c. Personal data we receive from other sources. Such sources are the VM Congresses affiliated companies, the scientific entities responsible for the conference's scientific program and various sponsors (CBs or PPs) that finance the delegates' registration or travel (accommodation, board & travel) expenses. In addition, the same sources (scientific bodies, sponsors, etc.) are responsible for ensuring that the persons whose data is given to VM Congresses are aware of and understand how VM Congresses uses their data (as described in this GDPR).

Why does VM Congresses collect and use your personal data & what is the Legal basis?

- a. To participate in scientific events, we ask for your personal information that is necessary for the proper performance of our secretarial duties before, during and after the proceedings of the scientific event. The provision of personal data to VM Congresses is voluntary but some services, such as issuing Certificates of Attendance and/or Credit-awarding Continuing Medical Education Certificates cannot be provided without the necessary personal information and your consent to their use. The legal basis for data processing is the regulatory framework for legislation on conferences and scientific events in general, as well as the consent of each delegate or speaker where required.
- b. For the provision of travel services (travel, accommodation, meals, etc.), personal data necessary for the management of accommodation, transport, etc. is required. The legal basis for data processing is the smooth execution of the travel service contract.
- c. For marketing actions. Specifically, we use your personal information to communicate with you by e-mail (Newsletter), SMS, by post or telephone and let you know about future scientific conferences regarding your professional specialty or new offers and services that we believe can be of interest to you. This is done only with your consent.

For how long is your personal data retained?

The retention time of personal data depends on the service for which it was collected. Specifically, your personal data can be used in the following ways:

- a. *Participation in scientific events as delegates.* The personal data of delegates is kept for 3 months and is permanently and irrevocably delete thereafter
- b. *Participation in scientific events as speakers.* The personal data of delegates is kept for 3 months and is permanently and irrevocably deleted.
- c. *Travel services.* Personal data is retained until the services are completed.
- d. *Promotional actions (marketing).* Personal data is kept for 3 years.

How does VM Congresses share your data with third parties?

In some cases, we share your personal data with third parties.

- a. With affiliated companies of VM Congresses.
- b. With the scientific entity - organizer of the scientific event.
- c. With the responsible public authorities as defined by the Regulatory Framework of Conferences & Scientific Events Law in general.
- d. With Payment Providers & other financial institutions in cases of cancellation and return of electronic payments.

What security and prevention procedures does VM Congresses use to protect your personal data?

We use appropriate business systems and procedures to protect and safeguard the personal data you provide us with. We also use security procedures, technical and physical limitations to access and use personal data on our servers. Only authorized personnel have access to personal data during their work.

How can you check the personal information you have given to VM Congresses?

You may also contact us if you believe that the personal information we have for you is incorrect, if you believe that we no longer have the right to use your personal data or if you have any other questions about how your personal information is used or about the specific GDPR. Please send us an email message or letter using the following contact details (e-mail: info@vmcongresses.com.cy). We will handle your request in accordance with applicable data protection laws.

Who is responsible for processing personal data on the VM Congresses website / applications?

VM Congresses inspects the processing of the personal data described in this GDPR. VM Congresses is a private company appertaining to the laws of Greece and its headquarters are located at 9th Vassili Michaelides Street, 3026 Limassol, Cyprus.