

Precision Mechanisms & Structures Roundtable 2024

PRIVACY POLICY

This privacy policy applies to the **Precision Mechanisms & Structures Roundtable 2024** 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 **Precision Mechanisms & Structures Roundtable 2024**, which will take place on **November 13, 2024** at **Hochschule Luzern (HSLU)**, Switzerland.

Space Innovation EPFL (SI) and HSLU, are responsible for the complete organization of the roundtable, the communication with the speakers and participants before and after the end of the roundtable, 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/roundtable, as well as conference 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, minutes, distribution of reports/minutes, feedback on reports, meeting follow-up, follow-up actions, photographs/pictures, presentations, news and publications.

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

2. Legal basis for data processing

SI 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 **taking and diffusion of photos during the conference**.

3. What data we collect about you?

Identification/Contact data, such as first name, last name, organization, e-mail address and city.

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

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

Access to your data is granted only to SI, who is involved in the organization of the event. Where necessary, we may also share your information with service providers for the purposes of organizing the conference.

For visibility purposes, personal data (pictures) are diffused to a wider public (intranet or Internet). If you do not agree with your image being published, please use the possibility to opt out during registration or by contacting the organizer at any stage and explicitly specifying your request.

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.

Organizational 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 to the event/conference are necessary with regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management.

Photos are stored at EPFL for 20 years. Within this time, the files to be used for communication purposes and/or be archived for historical purposes shall be selected. The remaining files shall be deleted.



7. Data protection rights and Contact

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

Space Innovation EPFL

EPFL, October 7th, 2024