

EARA 2022 PRIVACY NOTICE

This privacy notice explains how the EARA 2022 Conference Committee uses the personal data they collect from you if you are submitting an abstract for the conference, and/or registering for and attending the conference. All personal data are managed securely in line with GDPR regulations.

What data do we collect and how do we collect your data?

We will collect personal data from you when you submit an abstract (paper or symposium) to us through Oxford Abstracts. We will also have access to some personal data supplied to us by Keynote PCO when you register for the conference. Keynote PCO are managing the EARA 2022 registration on behalf of the EARA 2022 Conference Committee. The EARA Conference Committee will not have access to your payment information.

Data the EARA 2022 Conference Committee has access to

Abstract Submission Data	Partial Registration Data
Name	Name
Email address	Email address
Work affiliation	Work affiliation
City of work	City of work
Country of work	Country of work
	Phone number
	Dietary requirements

How will we use your data?

Your data will be processed to communicate with you about abstract submission, conference registration, and essential conference information (e.g., attendance and presentation information).

Your data will also be processed by the committee to generate numeric information to help them manage the registration, attendance, and abstract processes.

How do we store and transfer your data?

Registration data will be stored in an electronic format (e.g., .csv file, .doc file, .sav file) on password protected, encrypted computers belonging to selected members of the EARA Conference Committee. Registration data will be transferred between members of Keynote PCO and the EARA Conference Committee in encrypted files using HEAnet File Sender.

Abstract submission data will be stored in an electronic format (e.g., .csv file, .doc file, .sav file) on password protected, encrypted computers belonging to selected members of the EARA Conference Committee. Abstract submission data will also be stored in a Google Drive accessible only by the EARA Conference Committee and Keynote PCO. Abstract

submission data will be transferred between members of the EARA Conference Committee in encrypted files using HEAnet File Sender.

Publication of personal data

If you have submitted an abstract you will be invited to check a box to state you are happy for us to publish your submission. If your abstract is accepted for the conference, we will publish your abstract details which will include your name and work affiliation in our online and hard copy conference programmes.

What are your data protection rights?

The EARA 2022 Conference Committee would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access

You have the right to request copies of your personal data from the EARA 2022 Conference Committee.

The right to rectification

You have the right to request that the EARA 2022 Conference Committee correct any information that you believe is inaccurate. You also have the right to request that the EARA 2022 Conference Committee complete information that you believe is incomplete.

The right to erasure

You have the right to request that the EARA 2022 Conference Committee erase your personal data if you withdraw your abstract submission or registration from the conference.

The right to restrict processing

You have the right to request that the EARA 2022 Conference Committee restrict the processing of your personal data if you withdraw your abstract submission or registration from the conference.

The right to object to processing

You have the right to object to the EARA 2022 Conference Committee's processing of your personal data if you withdraw your abstract submission or registration from the conference.

The right to data portability

You have the right to request that the EARA 2022 Conference Committee transfer the data that we have collected to another organisation, or directly to you.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

eara2022dublin@gmail.com

Privacy policies of linked organisations

For information on how Keynote PCO uses your personal data when you register for EARA 2022 please see the privacy policy for the online system that they use [[click here](#)]

For information on how the EARA organisation uses your personal data when you become a member of EARA please see the EARA privacy notice [[click here](#)]

Changes to our privacy policy

The EARA 2022 Conference Committee keeps its privacy policy under review and will place any updates on this web page. This privacy policy was last updated on 20th December, 2021.

How to contact us

If you have any questions about the EARA 2022 Conference Committee's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at our email:

eara2022dublin@gmail.com

How to contact the appropriate authority

Should you wish to report or complaint or if you feel that the EARA 2022 Conference Committee has not addressed your concern in a satisfactory manner, you may contact the following people:

University College Dublin Data Protection Officer at gdpr@ucd.ie.

Data Protection Commission (Ireland) at <https://www.dataprotection.ie/en/contact/how-contact-us>

To visit Europe's GDPR Website [click here](#)