

Privacy Statement - LIP

conferences - Workshops - Events

Registration to LIP conferences, workshops, events, as Local Organizer.

Your personal data will be processed for the purposes detailed hereafter. The relevant processing operations are performed by LIP acting as data controller.

1. What personal information do we process?

We process the personal data necessary for the organisation and management of the conference, workshop, event, which can include: gender (needed for the right title), name, surname, occupation, postal & e-mail addresses, phone number, fax number, and other strictly necessary information provided in the registration forms.

2. What are the purposes of the processing?

The purpose of the processing of personal data is the management/organisation of the conference, workshop, event. This includes management of: invitations, contact lists, event participants, reports, distribution of reports, feedback on reports, follow-up actions, drafting minutes, news, publications, presentations and their publication on the internet or event materials.

These processing operations are necessary for the management/organisation and proper functioning of the conference, workshop, event.

3. Who has access to your information and to whom is it disclosed?

Some of your personal data (list of participants with names, first names) may be published on the web if consent was provided in the registration. If you do not agree with this publication of your personal data, please opt-out where required.

4. How do we protect and safeguard your information?

The personal data is processed by LIP respecting network security and data privacy regulations, and following IT best practices. The processing operations abide to the LIP acceptable use policy established for the intended services.

Information might be stored on facilities or servers of external contractors abiding by the necessary data privacy and security provisions.

5. Your rights?

- You have the right to request information about how your personal data is processed, and to request a copy of that data.
- You have the right to request that any inaccuracies in your personal data are rectified.
- You have the right to request that any incomplete personal data is completed.
- You have the right to request that your personal data is erased if there is no longer a justification for processing.
- You have the right in certain circumstances to request that the processing of your personal data is restricted, ex. if data accuracy is contested.
- You have the right to request a copy of your personal data.
- In relation to data provided with consent, you have the right to withdraw consent at any time.

Special attention is drawn to the consequences of a request for deletion, in which case any possibility to be able to contact you, issue certificates of attendance or invoice copies will be lost.

6. How long do we keep your data?

Your personal data will be kept for the minimum period required for legal protection, accounting and fiscal obligations according to the Portuguese law. Data not required for these purposes will be deleted within one month after the end of the event.

7. Contact Information

Requests regarding your personal data and its processing by LIP can be addressed to:
data.privacy@lip.pt

8. Recourse

Under GDPR you have the right to lodge complaints to the Portuguese National Data Protection Authority: [CNPD – Comissão Nacional de Protecção de Dados](#).