

EPFL LIBRARY EVENTS PRIVACY POLICY

This privacy policy applies to the EPFL LIBRARY EVENTS 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 the Library events, which take place at in site and /or on online (ex. Zoom).

The EPFL Library is responsible for the complete organization of the events, the communication with the speakers and participants before and after the end of the events refund of expenses of invited participants, 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 events and follow-up actions, such as sharing presentations among participants and feedback collection. It can include:

- lists and mailing lists for contacts,
- invitations,
- participants,
- reports,
- distribution of reports/minutes,
- feedback on reports,
- meeting follow-up,
- follow-up actions,
- photographs/pictures,
- presentations,
- audio and/or video recording of speakers and participants,
- news and publications.

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

2. Legal basis for data processing

The EPFL Library 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.

3. What data we collect about you?

- Identification: first name, last name, organization
- Contact data:-e-mail address, phone number (for some courses)
- Interests (for some courses): previous knowledge of the topic, interest in subtopics

Please note that photos and audio and/or video recordings could taken during the event based on the prior consent of the speakers and the participants. These photos/videos may be published by EPFL Library for communication/education purposes. In such cases, participants will have the opportunity to 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 EPFL Library, who is/are 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.

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

Data necessary for logistics purposes (refund of expenses, transport, etc.) are kept according to the rules set in the [ETH Act](#) and in the [EPFL financial regulation](#).



Data protection rights and Contact

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

EPFL Library

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