

## IMC 2024 PRIVACY POLICY

This privacy policy applies to the Intelligent Maintenance Conference (IMC) 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 IMC 2024, which will take place on September 3-4, 2024 at Polidôme/EPFL, CH-1015 Lausanne. The professor Olga Fink, ENAC IIC IMOS of the EPFL, is responsible for the complete organization of the IMC 2024 conference, the communication with the speakers and participants before and after the end of the IMC 2024 conference, 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 IMC 2024 conference, as well as IMC 2024 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, 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 IMC organizing team 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 explicitly asked, after the conference, for sharing the slides of the speakers and video/audio recordings of the speakers.

### 3. What data we collect about you?

Identification/Contact data, such as first name, last name, title, job title, organization, e-mail address, phone number; dietary requests (if any) for organizing meals. Please note that there will be photos and audio and/or video recordings taken during the event based on the prior consent of the speakers and the participants. These photos/videos may be published by IMOS for communication/education purposes. During registration, participants

indicate their preference to opt-in or opt-out from the above recording/publishing activities. The participants will be asked to sit in back rows.

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

Access to your data is granted only to the IMC organizing team. Where necessary, we may also share your information with service providers for the purposes of organizing the conference.

For visibility/education purposes, personal data (pictures, presentation slides, video or audio recordings) can be diffused to a wider public (intranet or Internet). If you do not agree with your image or voice being recorded and published, please use the possibility to opt out during registration or by contacting the IMC organizing team at any stage and explicitly specifying your request.

List of participants/speakers is shared among participants/speakers who gave their consent during registration.

The IMC organizing team will ask each speaker for their agreement before sharing presentation slides and video/audio recordings of presentations publicly, after 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 IMC 2024 conference are necessary with regard to the purpose(s) of the processing of personal data as well as for the conference and its related management, with a retention period of five years.

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](#).

Photos, audio and video recordings are stored at EPFL for 5 years.

### **Data protection rights and Contact**



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

Professor Olga Fink

EPFL, Lausanne, April 4<sup>th</sup> 2024