

## EPFL LATSIS SYMPOSIUM 2024 on Smart Microscopy PRIVACY POLICY

This privacy policy applies to the EPFL LATSIS SYMPOSIUM 2024 on Smart Microscopy 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 EPFL LATSIS SYMPOSIUM 2024 on Smart Microscopy, which will take place on October 21-22, 2024 at the EPFL, Forum Rolex, Lausanne, Switzerland, as well as broadcasted via Zom.

The EPFL Center for Imaging and the Laboratory of Experimental Biophysics of the EPFL, are responsible for the complete organization of the conference, the communication with the speakers and participants before and after the end of the 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 conference, 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, 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 Center for Imaging and the Laboratory of Experimental Biophysics process 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 and videos during the event/conference, including attendee's name, affiliation and email address in the list of participants, for the diffusion of the talks via Zoom and for the process of dietary requests.

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

Identification/Contact data, such as first name, last name, organization, e-mail address, 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 The EPFL Center for Imaging and the Laboratory of Experimental Biophysics for communication/education purposes. During registration, participants indicate their preference to opt-in or opt-out from the above recording/publishing activities. If you do not want to be in the photos of the event, you may sit in the back rows and send an email to the organizers with a special request.

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

Access to your data is granted only to the EPFL Center for Imaging and the Laboratory of Experimental Biophysics, who 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.

For visibility purpose, personal data (pictures, video or audio recording) are 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 organizer at any stage and explicitly specifying your request.

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

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 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. Data will be deleted latest two years after closing the event.



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 3 years.

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

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

EPFL Center for Imaging  
Laboratory of Experimental Biophysics

EPFL, 21.03.2024