

GENERAL REGULATION ON THE PROTECTION OF PERSONAL DATA

Information on the processing of personal data

Mikroskopie s.r.o., having its registered seat at Královopolská 147, Brno 612 64, registered in the Commercial Register maintained by the Municipal Court in Brno section C, insert 126166, is a service company whose exclusive partner is The Czechoslovak Microscopy Society (CSMS). Mikroskopie s.r.o. organizes conferences, workshops and other educational events that microscopically focus on microscopy. It provides specialist expertise in projects involving microscopy techniques and mediates microscopic analyses.

This document includes detailed information on processing of personal data by our company, particularly:

- What personal data we are processing;
- The purpose or purposes of the processing;
- What rights you have as a data subject and how you may exercise them

Registration to and participation in the event

Event registration: We use gReception service, provided by GLOBAL SERVICES & ASSISTANCE, s.r.o., to manage event registrations. gReception collects personal data used for registration and abstract submission just for the event purpose. Here you can read [General Terms and Conditions](#) governing gReception.

The data we collect: this depends on the event. The event registration form normally asks for your name, email, and affiliation, and may ask for your gender, dietary requirement, Invoicing address and affiliation.

Why we collect the data: to enable us to organise the event, and to keep registrants informed about the event.

Lawful basis for processing the data: this data is only processed with your explicit consent. The registration forms ask for this consent.

Who has access to the data: the personal data is only accessible to organizers/controllers of the event who are specified on the event's website.

Data transfer: gReception provided by GLOBAL SERVICES & ASSISTANCE, s.r.o. is based in the Czech Republic, Nákupní 1127/G, 252 42 Jesenice u Prahy.

Data retention: we will keep the personal data for six months after the event. At the end of the event, gReception will transmit within 14 (fourteen) days all personal data provided for registration and abstract submission on a suitable material medium (DVD disk, flash memory

card, HDD, depending on the size of the dataset) to Mikroskopie s.r.o. And all personal data collected on the side of gReception will be permanently removed, except where the storage of personal data is required by the law of the Czech Republic or the European Union.

Verification of conditions for provision of discounts, fee waivers during registration

In case you request a lower registration fee or other benefit, which is conditional upon your age or your status, our company will require you to verify that you meet the particular conditions linked to the benefit you are requesting (verify your age, students statement etc.). With regard to that we may ask you to show us a copy of your ID card or a copy of a valid student card, etc. On your ID or student card there is your personal data which will be disclosed to our company. Our company will use the copy only for verification of the condition to provide you a discount for the registration fee to the event. This document will be retained for two months after the end of the event. Legal basis for such processing is the legitimate interest of the controller (event organiser) in verification of conditions for provision of benefits.

Abstracts submission

If you provide the controller with your abstract for evaluation and/or inclusion in the expert programme of the event, the controller will process your personal data completed in the electronic form. You will be informed about inclusion/exclusion of your work by the controller.

Such processing is based in the legitimate interest of the controller on securing expert programmes of the event. Your personal data will be processed for this purpose by the controller during the event until the final conclusion of the event.

In case of subsequent publication of your work in connection with the event the controller will publish your name and surname, possibly degree, for the purpose of naming the author of the work. Such processing is based on legal obligation to which the controller is subject under the Copyright Act. Your personal data will be published for the same period as your work.

In case you grant your consent to publication of your e-mail address, the controller will publish it together with your abstract . The controller executes this processing for the purpose of allowing other participants or persons to contact you if they are interested in inviting you to similar events. This consent is voluntary and you may withdraw it at any time by contacting **info@16mcm.cz**

Publication of the list of participants

In case you grant your consent to include your name and affiliation into the list of participants of the event to the organiser, the organiser will process your personal data to the extent stated in the wording of the consent for the purposes of disclosure of your personal information to other participants and all who organized the event. Legal basis for this processing is your consent.

Participant list will be included in the book of abstract (electronic version).

This consent is voluntary and you may withdraw it at any time by contacting info@16mcm.cz. Such withdrawal is without affecting the lawfulness of processing based on consent before its withdrawal.

Photographs, sound, video recordings according to the Civil Code

Due to the fact that each participant has explicitly given his / her consent to the following as part of his / her registration, the event organizer may, without requiring further consent of the participant's use, publish pictures and videos taken during the event for reports of the event and/or in future marketing materials. By registering to this event attendees acknowledge and agree that photographs or sound or video recordings may be taken during the event that could include recognizable images or voices of those in attendance and these may be further reproduced and distributed on the event website.

The event is held in a public area, and we do not prohibit participants, exhibitors, sponsors, or media from photographing, video or audio-taping some event activities. The organizer reserves the right to use images taken at the event with your photograph and/or likeness on social media and/or in future marketing materials. The organizer is not responsible for third party use of your image. In case of any inquiries in connection with taking of photographs, sound and visual recordings you may contact the organizer at info@16mcm.cz

Newsletters

We use the MailChimp mailing service to send an electronic newsletter.

The data we collect: the sign-up form for newsletters requires only your email address. In addition, Mailchimp records which newsletters you opened and which links you clicked on.

Why we collect the data: to enable us to send emails, to measure the success of the emails, to help us provide reports to funders, and to help us improve the newsletters

Lawful basis for processing the data: this data is only processed with your explicit consent.

The sign-up form asks for this consent.

Who has access to the data: the personal data is only accessible to Scientifika staff.

Data transfer: MailChimp is based in the United States and the data is held on servers located there.

Third party processors: the mailing lists service is run by MailChimp. MailChimp is certified to the EU-U.S. Privacy Shield Framework and the Swiss-US Privacy Shield, which are designed to protect your data in the U.S.. See also the Data Processing Agreement that customers in the EU sign with MailChimp. This outlines how your data will be processed by MailChimp.

Website

Third party processors: the web server was created using the hosting service [Wedos internet, a. s.](#) The website does not use and store any cookies.

Other services

In case you ordered other services during the event besides the registration to the event to (e.g. accommodation, transport etc.), we will process your personal data for the purposes of provision of these services.

For this purpose our company will process your personal data completed in the registration form or an order, particularly your name, surname, home address, address for invoicing, e-mail address, based on the service you have ordered.

Our company - Mikroskopie s.r.o. works with third service providers who offer additional services (hotels, taxi companies, restaurants etc.). For the purpose of provision of services provided by third parties, we will disclose your personal data to the specific service provider. You will obtain more details about the recipient of your personal data during our communication or based on your request.

We process your personal data for this purpose for the duration of respective event and/or provision of respective service, for the period of final settlement of the payment for service and final conclusion of the event and, furthermore, we store them for the period required by applicable laws (laws on accounting, tax laws).

Your Rights in Connection with the Processing of Your Personal Data

As a data subject you have various rights particularly under Articles 15 to 22 of General Data Protection Regulation of the European Parliament and of the Council (EU) 2016/679 (known under term "GDPR").

Your rights

- You may exercise your rights towards the organiser of the event.
- Before we start acting upon your request it may be necessary to verify your identification. This measure is necessary for the protection of your personal data, so we don't provide your personal data to a third person. In case you refuse to provide us with information allowing us to identify you, we will not be able to process your request.
- We will answer to your request without undue delay and in any event within one month of receipt of the request. In case it will be impossible to handle your request, we will inform you in the designated period about the prolongation of the period for answer by two months maximum (i.e. overall period will not exceed three months).
- We will use electronic means for the communication, e.g. we will receive and reply to all requests via email.

- We will provide any communication and any action taken under Articles 15 to 22 of GDPR free of charge.
- You may contact our company for execution of your rights at e-mail: info@mikroskopie.org