

PRIVACY POLICY – CONGRESS PARTICIPANT

Resia AB (“we”) cares about you and prioritises your integrity. It is therefore a matter of course for us to always strive to protect your personal data in the best possible way. Personal data is everything that can be connected to you as a person and can e.g. be names and contact details, but also details of your special requests. In this privacy policy, we would like to inform you about how we process your personal data and what rights you have.

Below you can read more about how and why we process your personal data. You can also read about how you can influence our processing of your personal data. We explain if you have to provide the information to us, where the personal data comes from and to who and where we transfer your personal data.

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Who is responsible for your personal data? Contact information.

Resia AB, with reg. no 556164-4260 (“Resia”, “we”, “us”) is responsible for the processing of your personal data. It is important to Resia that your privacy is protected and that you feel secure when your personal data is processed by Resia.

Resia administers a congress on behalf of the congress organiser. Resia and the congress organiser will be *joint controllers* for some processing. This means that we, together with the congress organiser, are jointly responsible for some processing. For more information on this, see below under “*What does it mean that Resia and the congress organiser are joint controllers for some processing?*”. Information about the conference organiser is indicated in your reservation as well as in our communications regarding the congress.

If you have any questions regarding our processing of your personal data or if you want to exercise your rights described under the paragraph “What possibilities do you have to affect our processing of your personal data?” you are welcome to contact us at Resia – you will reach us most easily by sending an e-mail to congress@resia.se. Our postal address is Box 1114, 405 23 Göteborg, Sweden, and if you prefer to talk to us, please do so by calling phone number +46 (0) 771-12 13 14.

Do you have to provide the information to us and what if you do not?

In order for you to attend a congress that we administer at Resia, you, as a participant, must provide us at Resia with certain personal data in order to conclude the agreement with Resia. If you do not provide us with the personal data necessary to fulfill our agreement with you (see table below), it will not be possible for us to complete your application for participation at the congress or fulfill our agreement in relation to you.

If you provide special categories of personal data to Resia, such as information regarding health or if the processing may reveal e.g. religious or philosophical beliefs, sexual orientation or political opinions, you must provide Resia with your explicit consent to the processing. By providing these data, you consent to our processing in accordance with applicable laws and regulations. If you do not provide these personal data to us we will not be able to, for example, provide food, accommodation or travel according to your needs, provide any congress-specific equipment, sign you up for sessions/program activities or social events where the processing of your personal data may disclose such information referred to in the beginning of this section.

If you do not provide the information required for processing where the legal basis is your consent, we will not be able to process your personal data for this purpose.

In some cases, Resia may have received your contact information from the congress organiser (for example, if you are a member of the association that has commissioned us to arrange the congress). Resia may also have received your personal data from another, former conference organiser.

Who may get access to your personal data?

As a starting point, your personal data is processed only by Resia. However, your personal data may be shared with others than Resia if it is necessary to fulfill our agreement with you, to administer your attendance at the congress, or for you to be informed about and invited to future congresses.

Resia may also share your personal data with specifically selected, external IT suppliers and other suppliers, but only to the extent necessary for them to fulfill their commitment to us. See below for further details on how we may share your personal data:

- We share personal data about you with the specific hotel, congress facility and restaurant/s that you will visit during your congress. We also share your data with prospective travel agencies, trade fair suppliers, marketing and communication agencies, printing firms, organising committee and session leader/group leader who participate in the planning of the congress. However, each of these only has access to your personal data to the extent necessary to fulfill their obligations to Resia.
- We share information about your participation with the congress organiser. In order for you to be invited to the next congress on the same or a similar theme, we may also share your personal information with a new congress organiser even if someone other than Resia administers the congress next time.

- We share your personal data with specifically selected, external IT suppliers, e.g. Trippus Event Solutions AB for administration of your application to the congress. However, these suppliers only have access to the data to the extent necessary to fulfill their obligations to Resia.
- In order for the congress participants to know what other people will attend the congress, we may provide all participants with a list of names and possibly city/local association/country or title of all congress participants.
- In order to administer your payment, we will share your personal data with the supplier/s providing the payment solution that we use.
- If you have chosen to submit a scientific abstract to the congress, Resia will share information about you with our suppliers of our abstract system, congress organiser and abstract reviewer.
- If your abstract is approved for presentation at the congress, we will make it available to participants, sponsors and exhibitors at the congress.

If you want more detailed information about who we share your data with, please feel free to contact us.

Transfer outside of the EU/EEA

Resia generally processes your personal data within the EU/EEA. However, in two situations, we share your data outside the EU/EEA.

- If the congress you participate in is organised outside of the EU/EEA, we will process your data to the extent necessary to administer the congress on site in that country as well as any travel.
- Resia will transfer personal data outside the EU/EEA if a future congress organiser resides outside the EU/EEA.

When we transfer your personal data outside the EU/EEA, we will always take suitable and appropriate safeguards to protect the personal data in accordance with applicable data protection laws and regulations. If you have any questions regarding how we share your personal data or if you want a copy of the appropriate safeguards we have taken, please feel free to contact us.

What possibilities do you have to affect our processing of your personal data?

As follows from the data protection legislation, you are entitled to certain rights regarding our processing of your personal data. In case you wish to exercise any of your rights, please feel free to contact us. Our contact details are as stated above.

Right to withdraw consent

At any given time, you have a right to, wholly or partly, withdraw a given consent for the processing of your personal data. Your withdrawal will have no effect on our processing of your personal data for the period prior to when the withdrawal took place.

Right of access

You have the right to obtain confirmation as to whether or not personal data concerning you is being processed and access to information on how such personal data is being processed, e.g. the purpose of the processing and which categories of personal data that the processing concerns. You also have the right to obtain a copy of the personal data that is processed.

Right to rectification

You have, without undue delay, a right to obtain rectification of inaccurate personal data concerning you. You also have a right to have incomplete personal data completed, by providing information.

Right to erasure (“the right to be forgotten”)

Under certain circumstances, you have a right to request that personal data concerning you be erased. This is the case where:

- The personal data is no longer necessary for the purposes for which they were collected or otherwise processed;
- You withdraw your consent on which the processing is based on and where there is no other legal ground for continuance of the processing;
- You object to the processing, the legal basis is our legitimate interest, and there exists no legitimate grounds that overrides your interest of not having your personal data processed;
- The personal data has been unlawfully processed; or
- The personal data has to be erased for compliance with a legal obligation to which Resia is subject to.

Resia will erase your personal data upon request unless we have the right to keep the personal data in accordance with the applicable data protection legislation.

Right to restriction of processing

You have a right to request that Resia restrict its processing of your personal data the following circumstances:

- The accuracy of the personal data is contested by you (however, only for a period enabling us to verify the accuracy of the personal data);
- The processing is unlawful and you oppose the erasure of the personal data and instead requests restriction of its use;
- You are in need of the personal data for the establishment, exercise or defense of legal claims despite that we no longer have any need for the personal data for the purposes which they were collected or otherwise processed; or
- You have objected to processing pending the verification whether our legitimate grounds override your legitimate grounds for not having your personal data processed.

Right to object

You have the right to object to the processing of your personal data when the processing is based on our legitimate interest (for example when we send our evaluation questionnaire to you). However, this does not apply if we can present legal basis for processing that outweighs your interests, rights and liberties or whether it is for the purpose of determining, exercising or defending legal claims.

You also have the right to object to our processing of your personal data for marketing purposes (for example sending invitations to and offers of forthcoming congresses of a similar nature). If you object to marketing from us, your personal data will no longer be processed for such purposes.

Right to lodge a complaint to a supervisory authority

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the EU/EEA member state of your habitual residence, place of work or place of the alleged infringement of the General Data Protection Regulation. In Sweden, the supervisory authority is The Swedish Data Protection Authority.

Right to data portability

Under certain conditions, you are also entitled to receive personal data concerning you that you have provided to us in a structured, commonly used, machine-readable and interoperable format, and to transmit it to another controller (data-portability). This right will apply when:

- the processing is based on your consent; and
- the processing is carried out by automated means.

In exercising your right to data portability you have the right to have personal data transmitted directly from us to another controller, where technically feasible.

Detailed description of how we process your personal data:

Resia aims to be as transparent as possible regarding how we process your personal data. Below you can read more in detail about why we process your personal data, what personal data we process and our legal basis for processing your personal data. You can also read for how long we process your personal data for each purpose.

Note that the column below only indicates how long we process the data for the purpose as indicated on the same row. The same data can be stored longer for another purpose.

In the third column, you can read about the legal basis we have for processing your personal data legally in accordance with current data protection legislation (GDPR).

Detailed description of how we process your personal information:

For administering your attendance at a congress			
For what purposes do we process your personal information?	What personal information do we process?	What is the legal basis for the processing?	For how long do we process your personal information?
To receive and	Name, date of birth,	The processing is	The information is

administer the notification of your attendance at a congress, to send confirmation of this, and to deal with any cancellation.	telephone number, e-mail address and postal address.	necessary to fulfill our agreement with you. In the event Resia includes agreements with the company or organization you represent instead of with you, the legal basis for processing is our legitimate interest in handling your personal information in order to fulfill our agreement with the aforementioned.	processed upon notification, until the congress is completed.
To administer and respond to your contact request made via our website.	Name, e-mail address, postal address and any personal information provided in the free text box.	The processing is necessary to fulfill our agreement with you.	The information is processed upon receipt of your contact request, until we respond to your contact request.
To provide food in connection with a congress.	Name.	The processing is necessary to fulfill our agreement with you. In the event Resia includes agreements with the company or organization you represent instead of with you, the legal basis for processing is our legitimate interest in handling your personal information in order to fulfill our agreement with the aforementioned.	The information is processed upon receipt of the notification of your attendance at a congress, until the congress is completed.
To provide food in connection with a congress.	Information about any special diets and allergies.	The consent you allowed us by providing this	The information is processed upon receipt of the notification of

		information in connection with your notification.	your attendance at a congress, until the congress is completed.
To book and administer your accommodations in connection with a congress.	Name and contact details.	<p>The processing is necessary to fulfill our agreement with you.</p> <p>In the event Resia includes agreements with the company or organization you represent instead of with you, the legal basis for processing is our legitimate interest in handling your personal information in order to fulfill our agreement with the aforementioned.</p>	The information is processed upon receipt of the notification of your attendance at a congress, until the congress is completed.
To book and administer your accommodations in connection with a congress.	Need for accessibility.	The consent you allowed us.	The information is processed upon receipt of the notification of your attendance at a congress, until the congress is completed.
To book and administer your travel in connection with a congress.	Name, date of birth and contact details.	<p>The processing is necessary to fulfill our agreement with you.</p> <p>In the event Resia includes agreements with the company or organization you represent instead of with you, the legal basis for processing is our legitimate interest in handling your personal information in order to fulfill our agreement with the aforementioned.</p>	The information is processed upon receipt of the notification of your attendance at a congress, until the congress is completed.

To book and administer your travel in connection with a congress.	Need for accessibility.	The consent you allowed us.	The information is processed upon receipt of the notification of your attendance at a congress, until the congress is completed.
To book and administer your participation in a session or social event during a congress.	Name and contact details.	<p>The processing is necessary to fulfill our agreement with you.</p> <p>In the event Resia includes agreements with the company or organization you represent instead of with you, the legal basis for processing is our legitimate interest in handling your personal information in order to fulfill our agreement with the aforementioned.</p>	The information is processed upon receipt of the notification of your participation in a session or social event at a congress, until the session or event is completed.
To administer your participation in sessions and social events during a congress, where such entails that the processing of your personal information might reveal ethnic origins, political views, religious or philosophical convictions, union membership or health status.	Name, contact details and information about the congress you are attending.	The consent you allowed us.	The information is processed upon receipt of the notification of your participation in a session or social event at a congress, until the session or event is completed.
To provide you nameplate.	Name, organization, city, country, title.	<p>The processing is necessary to fulfill our agreement with you.</p> <p>In the event Resia</p>	The information is processed upon receipt of the notification of your attendance at a congress, until you have picked up your

		includes agreements with the company or organization you represent instead of with you, the legal basis for processing is our legitimate interest in handling your personal information in order to fulfill our agreement with the aforementioned.	nameplate, however no later than the when the congress is completed.
To provide you congress-specific kits.	Name and congress-specific kit sizes.	The processing is necessary to fulfill our agreement with you. In the event Resia includes agreements with the company or organization you represent instead of with you, the legal basis for processing is our legitimate interest in handling your personal information in order to fulfill our agreement with the aforementioned.	The information is processed upon receipt of the notification of your attendance at a congress until you have picked up your kit, however no later than the when the congress is completed.
To receive and administer any scientific abstract you have sent in to us.	Name and contact details.	The processing is necessary to fulfill our agreement with you.	The information is processed upon receipt of the scientific abstract, until the congress is completed.
To publish an abstract book containing your scientific abstract for a congress (digitally and/or in print).	Name and contact details.	The processing is necessary to fulfill our agreement with you.	The information is processed upon receipt of the scientific abstract, until the congress is completed.
To make available a list of participants in a congress to all who	Name and contact details.	The legal basis for processing follows from our legitimate	The information is processed upon receipt of your registration,

are registered to the congress (in print or digitally).		interest in making available a list of participants in a congress to all who are registered to the congress, in order to make known all the participants and thus simplify making new contacts.	until the congress is completed.
For billing of costs for participation at a congress.	Name, e-mail address and postal address.	The processing is necessary in order to be paid by invoice and thereby be able to fulfill our agreement with you. In the event Resia includes agreements with the company or organization you represent instead of with you, the legal basis for processing is our legitimate interest in handling your personal information in order to fulfill our agreement with the aforementioned, and to receive payment for your participation.	The information is processed upon receipt of your registration at a congress, until you as customer are automatically deleted from our ERP (24 months after notification).
To comply with accounting legislation.	History of payments made, transactions, etc. which constitute accounting records.	The processing is necessary in order to follow cogent law, i.e. the Accounting Act.	The information is stored for seven (7) years in accordance with the Accounting Act.
To handle any possible complaints or legal claims.	Name, e-mail address, postal address, details of your attendance at a congress (including parallel sessions, social events, travel, accommodations	The processing is necessary for Resia's subsequent legal obligations to handle complaints.	The information is stored for two (2) years after the congress is completed.

	and meals).		
To handle any actual complaints or legal claims.	Name, e-mail address, postal address, details of your attendance at a congress (including parallel sessions, social events, travel, accommodations and meals).	The processing is necessary for Resia's subsequent legal obligations to handle complaints and to allow for defense against legal requirements.	The information is stored for the duration of the complaint or legal claim.

For evaluating a completed congress			
For what purposes do we process your personal information?	What personal information do we process?	What is the legal basis for the processing?	For how long do we process your personal information?
To send and remind you of an evaluation questionnaire regarding a congress you attended.	E-mail address and/or mobile number.	The legal basis for processing follows from our legitimate interest in evaluating the implementation of a congress, so that we might better organize congresses in the future.	The information is processed upon completion of the congress, until an evaluation questionnaire has been sent to you.
To compile a basic report, to produce special reports or diagrams based on the evaluation questionnaire.	Name, contact details and any other information you may provide when completing the evaluation.	The legal basis for processing follows from our legitimate interest in evaluating the implementation of a congress, so that we might better organize congresses in the future.	The information is processed upon return of the evaluation questionnaire, until the congress has been organized next time (depending on how often a congress is organized, see more at www.resia.se).

For informing you about and inviting you to an upcoming congress			
For what purposes do we process your personal information?	What personal information do we process?	What is the legal basis for the processing?	For how long do we process your personal information?
To receive	Name, contact	The legal basis for	The information is

membership records you are included in and/or participant lists from a previous congress you attended, from the congress organizer.	details and history of previous attendance at a congress.	processing follows from our legitimate interest in inviting you, based on the membership records or participant lists we receive from the congress organizers, for an upcoming congress which Resia organizes.	processed upon receipt of the records and lists and we have sent out invitations to an upcoming congress, however no later than a period of two (2) years from the collection of this information.
To share your contact details with another organizer of congresses of a similar nature.	Name, contact details and history of previous attendance at a congress.	The legal basis for processing follows from our legitimate interest in sharing a participant list, from a congress organized by Resia, with another congress organizer so that they might provide you an invitation and information about the next opportunity.	The information is processed upon completion of the congress you attended, until the congress is organized the next time, however no later than a period of two (2) years from your attendance at the congress.
To make available to the sponsors of a congress a list of participants (in print or on mobile web).	Name and contact details.	The consent you allowed us.	The information is processed upon receipt of your application, until the congress is completed.
To save lists of participants from a congress you attended, where such entails that the processing of your personal information might reveal ethnic origins, political views, religious or philosophical convictions, union membership or health status.	Name, contact details and specific categories of information that might reveal ethnic origins, political views, religious or philosophical convictions, union membership or health status.	The consent you allowed us by providing this information in connection with notification to attend a congress.	The information is processed upon completion of the congress you attended, until the congress has been organized next time (depending on how often a congress is organized, see more at www.resia.se).
To send information about and to invite	Name, e-mail address and details	The legal basis for processing follows	The information is processed for marketing

you to attend a congress you attended when it was previously organized, or which is similar to a congress you have attended.	of previous attendance at a congress.	from our legitimate interest in giving you relevant information about an upcoming congress which might be of interest to you.	purposes upon your attendance at a congress, until the next time the same congress, or one of a similar nature, is organized the next time (depending on how often a congress is organized, see more at www.resia.se). If you decline, we will cease processing and you will no longer receive direct marketing from us.
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For fulfilling our commitments to the organizer of a congress, that is, Resia's clients			
For what purposes do we process your personal information?	What personal information do we process?	What is the legal basis for the processing?	For how long do we process your personal information?
To inform the organizer of a congress about who will be attending.	Information you provide in connection with notification of attendance at a congress, such as name, date of birth, telephone number, e-mail address and postal address.	The legal basis for processing follows from our legitimate interest in giving you relevant information about an upcoming congress which might be of interest to you.	Our client has access to the list of those attending the congress, until the congress is completed. Our client's access to the list will be then revoked.
To provide the results of the evaluation questionnaire to the congress organizer.	Name, contact details and any other information you may provide when completing the evaluation.	The legal basis for processing follows from our legitimate interest, along with that of the organizer, in evaluating the implementation of a congress, so that we might better organize congresses in the future.	The information is processed upon return to us of the evaluation questionnaire through the organizer, until the congress has been organized next time (depending on how often a congress is organized, see more at www.resia.se).

Information that both Resia and a congress organizer process as common personal information administrators

For what purposes do we process your personal information?	What personal information do we process?	What is the legal basis for the processing?	For how long do we process your personal information?
To send you information via e-mail (newsletter) about a congress and its relevant terms, and to send information about an upcoming congress of the same kind.	Name and e-mail address.	The legal basis for processing follows from our legitimate interest in giving you relevant information about a congress, and any upcoming congress that might be of interest to you.	The information is processed upon receipt of your request, until the congress has been organized next time (depending on how often a congress is organized, see more at www.resia.se).

What does it mean that Resia and the congress organiser are joint controllers for some processing?

Resia and the congress organiser are joint controllers for the processing mentioned above, i.e. for information about your name and e-mail in order to send information to you about your congress and forthcoming congresses of the same kind.

The joint responsibility means that Resia and the congress organiser are jointly responsible for ensuring that your rights are met. You can always contact either Resia or the congress organiser to exercise your rights, e.g. object to receiving our newsletters.

Resia and the congress organiser have agreed on their respective roles and relationships towards you as data subject. Essentially, this means that Resia is responsible for ensuring that your personal data is protected and to ensure compliance with the remaining rules under applicable data protection legislation (GDPR). However, the congress organiser and Resia jointly decide when to send e-mails to you, what they should contain and when your data shall be deleted.

How have we assessed the balancing of interests when the legal basis for processing of your personal data is our legitimate interest?

For some purposes, Resia processes your personal data relying on our legitimate interest as legal basis for the processing. When assessing the legal basis we rely on a balance of interests, through which we have determined that our legitimate interest for the processing outweighs your interest and your fundamental right not to have your personal data processed. We have stated what our legitimate interest is in the tables above. You are welcome to contact us if you want to read more about how we have done this assessment. Our contact details are as stated in the beginning of this privacy policy.

This privacy policy was adopted by Resia AB on 2018-05-22