

ICAP2025 privacy statement:

1. PURPOSE AND LEGAL BASIS FOR THE PROCESSING OF YOUR PERSONAL DATA

In the context of organizing ICAP2025, the local organizing committee processes personal data and this on the basis of the performance of a contract to which you are a party.

The processing of your personal data will always be done with the utmost attention and care and solely with a view to organizing ICAP2025.

2. WHO IS DATA CONTROLLER AND HOW CAN YOU CONTACT US?

This event is carried out by the ICAP2025 local organizing committee affiliated with Ghent University.

Ghent University is data controller for the processing of personal data.

For questions, comments or suggestions about the processing of your personal data, please contact (PROSPECT@UGent.be).

For further questions about the different privacy-related rights and duties, or if you believe that your personal data are unfairly and/or incorrectly processed by the ICAP2025 local organizing committee, you can contact the Data Protection Officer of Ghent University via privacy@ugent.be.

3. WHICH PERSONAL DATA ARE PROCESSED?

"Personal data" is data that contains information about an identified or identifiable natural person.

In the context of your participation in our event), the following data will be processed: your name, your affiliation, your e-mail address, your registration data (fee category choice, agreement to be mentioned in conference program, participation to welcome reception, participation to opening reception, participation to conference diners, participation to excursion, participation to guided city tour, participation to workshop data processing, printed abstract book order, dietary restrictions, accessibility or accommodation request, emergency contact number)

the ICAP2025 local organizing committee does not process any special personal data categories ("sensitive data") that reveal racial or ethnic origin, political views, religious or philosophical beliefs, or union membership, nor does it process genetic data, biometric data for the unique identification of a person, or health data, or data related to a person's sexual behavior or sexual orientation.

4. WHO HAS ACCESS TO YOUR PERSONAL DATA?

The employees of the ICAP2025 local organizing committee have access to your personal data on a strict "need-to-know" base. This right of access only applies for the purposes stated in this privacy statement.

The ICAP2025 local organizing committee ensures that your data are not passed on to third parties, except if you have given prior consent or if the access, use, retention or disclosure of

your personal data is reasonably necessary (e.g., to comply with the applicable rules and regulations, to detect technical or security issues and to protect the rights, property or safety of the ICAP2025 local organizing committee.

5. FOR HOW LONG WILL YOUR PERSONAL DATA BE PROCESSED?

Your personal data will be processed for 12 months. Your data will be deleted after this period.

6. SECURITY OF YOUR PERSONAL DATA

The ICAP2025 local organizing committee takes the appropriate technical and organizational measures to protect your personal data against any form of loss or unlawful processing, as described above the access to your data is restricted and the data are located on a protected server within the EU.

All employees of Ghent University respect the Generic Code of Conduct for the processing of personal data and confidential information (approved on 18 May 2018 by the Executive Board of Ghent University) and have access to online manuals to support them in the correct use of your personal data.

7. WHICH RIGHTS DO YOU HAVE WITH REGARD TO THE PROCESSING OF YOUR PERSONAL DATA?

When we collect and use your personal data, you enjoy a number of rights that you can exercise as described below. Please note that if you wish to exercise a right, we will ask you for a proof of identity. We do this to avoid a personal data breach, for example, because an unauthorized person acts as you and exercises a right in your name.

- a. You have the right to access your personal data, which means that you can ask us to provide you with information about the personal data we hold about you. You can also request a copy of your personal data. Please note that you must indicate for which processing activities you wish to have access to your personal data.
- b. You have the right to request that we correct your personal data if you can demonstrate that the personal data we process about you is incorrect, incomplete or out of date. Please indicate in which context we use your personal data, so that we can assess your request quickly and accurately.
- c. If we have requested and obtained your consent to collect and use your personal data, you always have the right to withdraw this previously given consent. This withdrawal will not affect the lawfulness of the data processing, based on consent before its withdrawal.
- d. You can request that we delete your personal data if it is no longer needed for the purposes for which we collected it or if it was unlawful to collect it. If any of these circumstances apply, we will delete your personal data immediately, unless legal obligations or administrative or court orders prohibit us from deleting your personal data.
- e. You can ask us to restrict the processing of your personal data in the following circumstances:
 - a. while we assess your request to correct your personal data;

- b. if such processing was unlawful, but you prefer a restriction to a deletion;
- c. if we no longer need your personal data, but you need it for the establishment, exercise or defense of legal claims.

To exercise your right, you can contact the ICAP2025 local organizing committee at PROSPECT@UGent.be or the Data Protection Officer at privacy@ugent.be. If the request proves to be well-founded, we will inform you as soon as possible and no later than 30 days after receipt of the request.

If you repeatedly make the same request and cause obvious inconvenience, we may refuse these successive requests or charge you an administrative fee to cover the costs. We can also refuse or only partially grant you the right to access your personal data, if such access could disproportionately damage the rights and freedoms of others, including those of Ghent University.

If you have a complaint about the processing of your personal data by Ghent University, you can contact the Data Protection Officer of Ghent University at privacy@ugent.be. If you are not satisfied with the answer, you can file a complaint with the competent data protection authority, namely the Belgian Data Protection Authority (contact@apd-gba.be) and / or the Flemish Supervisory Committee (contact@toezichtcommissie.be).

8. AMENDMENTS TO THE PRIVACY STATEMENT

This privacy statement can be amended if new or modified services or functionalities are available and / or to continue to comply with the applicable rules and regulations.

If the privacy statement is amended, this will be mentioned in our e-mails and a link to the amended privacy statement will be included, on the website, <https://www.prospect.ugent.be/icap2025/>).