

## **PRIVACY POLICY FIAPAC**

(version May 2018)

The International Federation of Professional Abortion and Contraception Associates (FIAPAC) strives to comply with the Belgian Privacy Act of 8 December 1992 and the General Data Protection Regulation of 27 April 2016 regarding the processing of personal data and privacy.

FIAPAC respects your privacy and is committed to safeguarding the confidentiality of your personal information. This policy includes information about the personal data collected by FIAPAC, how FIAPAC uses the personal information of its members, conference participants, conference speakers, sponsors, users and website visitors, and how FIAPAC protects your privacy.

### **Personal data**

FIAPAC can collect and process the following personal data:

- Title, First and last name
- Working place or private postal address (and invoice address if applicable)
- Email address
- Profession
- Information about transactions done via the FIAPAC website (online payment) or by bank transfer

### **Information gathering**

The above mentioned personal data are collected in the context of:

- Membership
- Conference registration
- Conference abstract submission
- Sponsorship booking
- Request for information

The personal data are provided by you on a voluntary basis.

Information obtained from a third party acting on your behalf is processed on the basis that the processing is necessary for the purposes of membership and conference registrations (for example a group registration).

### **Use/processing of personal data**

We process your personal information for certain purposes, which include some or all of the following:

- For FIAPAC membership administration
- For FIAPAC Conference registration administration such as confirmation of registration, on-site access badge and providing you with a certificate of attendance
- For FIAPAC abstract management administration
- To send payment requests and to collect payments
- To send you the FIAPAC Newsletters
- To keep you updated on current and future FIAPAC events and projects
- To mention you in conference programmes and/or the website (e.g. FIAPAC officials, speakers)
- To publish articles in the FIAPAC Newsletter (name, affiliation and country of the author)

### **Disclosure of personal data to third parties**

FIAPAC will not sell, hire out or forward your personal data to third parties.

Personal data is only shared with processors and/or third parties if this is necessary to carry out services. We share personal data with:

- Our conference management service provider (Orga-Med Congress Office, Ternat, Belgium) in order to be able to organise the conferences and possible other activities;
- FIAPAC committee members to review applications for FIAPAC activities, abstracts, conference session proposals etc;
- Our website hosting provider (FOX medialab & design, Vienna, Austria), in order to host and manage our website and to store and access the data;
- Our payment provider, in order to carry out a payment for a conference, membership or other activity or service.

If we share your personal information with a processor, we make sure the processor in question is required to use your personal data in accordance with the provisions of this Privacy Policy.

Personal data will never be transferred to a recipient outside the EU.

### **Data storage**

Personal information is kept for a reasonable period of time, dependent upon the nature of the information and its intended use.

If you have a FIAPAC membership and/or Conference registration record, your information will be kept in the FIAPAC system, even if you do not renew your membership or conference registration later. This is to allow us to continue informing you on FIAPAC related events.

Information is kept indefinitely for persons who have submitted, and had accepted, or contributed to scientific content for congresses, events, journals, statements, guidelines, etc. The information is kept for scientific purposes only: to reference it and to be used with published material, and to be accessed when those materials are researched or viewed.

### **Security**

All personal data are stored on a secure server, and appropriate technical and organisational measures are implemented to ensure an appropriate level of security.

FIAPAC stores all the personal data which it has collected, through a secured server at the FIAPAC Central Office premises. Back-ups are made on a daily basis.

Since no method of electronic storage is absolutely secure, FIAPAC is not in a position to guarantee absolute security.

FIAPAC uses a third party service to maintain the security and performance of the website [www.FIAPAC.org](http://www.FIAPAC.org). We use a third party service, FOX medialab & design (Vienna, Austria), to publish our website, which is hosted at their premises.

### **Your Rights**

You have the right to:

- view the personal data we keep from you
- to correct, complete or update of your data
- to delete your personal data
- to limit the processing of your personal data
- to transfer your personal data
- to object to the processing of your data

Please contact the FIAPAC Central Office ([admin@fiapac.org](mailto:admin@fiapac.org)) in case you would like to view your personal data or to make use of your rights. If necessary we can also make changes to your data on your behalf.

If you no longer wish to receive newsletters or information from FIAPAC, you can unsubscribe at any time by clicking the “unsubscribe” button underneath each of the messages sent by FIAPAC.

### **Cookies**

A cookie is a small amount of data, which often includes an anonymous unique identifier, that is sent to your browser from a web site's computers and stored on your computer's hard drive. The FIAPAC website is not using cookies, but are tracking the user's activity with "Piwik" analytics. You can find out more about this here: [https://en.wikipedia.org/wiki/Matomo\\_\(software\)](https://en.wikipedia.org/wiki/Matomo_(software))

We highly respect the "Do not track" function, that is available to active in any browser.

### **Update Policy**

We may change this policy by updating this page. We advise you to check this page from time to time to ensure that you are happy with any changes.

### **Links**

The FIAPAC website contains links to other websites. FIAPAC is not responsible for the privacy policies or practices of any third party.

### **Complaints**

If you feel FIAPAC is violating your rights, please contact [admin@FIAPAC.org](mailto:admin@FIAPAC.org)  
You also have the right to file a complaint with the Privacy Commission.

### **Contact us**

If you have any questions about this Privacy Policy, please

- e-mail to [admin@FIAPAC.org](mailto:admin@FIAPAC.org), or
- write to FIAPAC, Mariahilfer Gürtel 3, A-1150 Vienna/Austria