

# Privacy Policy

## 1. YOUR PRIVACY

This Policy describes the information we collect from you, how we use that information and our legal basis for doing so. It also covers whether and how that information may be shared and your rights and choices regarding the information you provide to us.

## 2. DEFINITIONS

- Personal Data: Personal Data means data about a living individual who can be identified from those data (or from those and other information either in our possession or likely to come into our possession);
- Usage Data: Usage Data is data collected automatically either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit);
- Cookies: Cookies are small pieces of data stored on a User's device;
- Data Controller: Data Controller means a natural or legal person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed. For the purpose of this Privacy Policy, EASN is the Data Controller of your data;
- Data Processors (or Service Providers): Data Processor (or Service Provider) means any natural or legal person who processes the data on behalf of the Data Controller. We may use the services of various Service Providers in order to process your data more effectively;
- Data Subject: Data Subject is any living individual who is the subject of Personal Data;
- User: The User is the individual using our Service. The User corresponds to the Data Subject, who is the subject of Personal Data.
- Third-party entity:
  - EASN-Technology Innovation Services (EASN-TIS), a Belgium located SME, which is in charge for the system maintenance and administration.
  - Advanced Drivetrain Technologies GmbH (ADT), a SME located in Austria, which is in charge for the realization and process for purchases of conference fees for the Vienna Aviation Days (VAD).
    - ERP software SAP for accounting and creating the invoices for purchases of conference fees for the VAD

## 3. TYPES OF DATA COLLECTED

- Personal Data: Information you provide by completing (printed or electronic) forms to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to: Email address, Name, Organization/Institution, Address, ZIP/Postal code, City, Country, Fields of Expertise, Cookies and Usage Data.
- Usage Data: We may also collect information on how the service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.
- Tracking & Cookies Data: We use cookies and similar tracking technologies to track the activity on our service and hold certain information. Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. Examples of Cookies we use: session cookies (we use these

cookies to operate our service) and preference cookies (we use these cookies to remember your preferences and various settings).

#### **4. USE OF DATA**

We use the collected data for various purposes:

- To provide and maintain our services;
- To be able to process purchases of conference fees for the VAD conference and fulfil contractual requirements;
- To create invoices for purchases of conference fees for the VAD;
- To notify you about changes to our services;
- To gather analysis or valuable information so that we can improve our services;
- To monitor the usage of our services;
- To detect, prevent and address technical issues;
- To provide you with news and general information about EXFAN.

#### **5. HOW THIS INFORMATION IS SHARED**

The following data will not be publicly displayed or revealed to other users:

- Your IP address;
- Any identity verification documentation;
- Communications you send to us (for example, when you ask for support, send us questions or comments, or report a problem).

#### **6. INFORMATION THAT'S SHARED WITH TRUSTED THIRD-PARTY SERVICES**

We may share your information with specific trusted third-party entities (e.g. EASN-TIS, ADT) to help us provide, improve, promote, or protect our Services. When we share data with third-party entities that support our services, we require that they use your information only for the purposes we've authorized, and that they protect your personal information at least to the same standards we do. Personal data will be shared with ADT, for them to process purchases of conference fees for the VAD conference and the contractual frame. ADT creates invoices with their ERP system SAP and sends them directly to the email address provided by the user in the registration form.

#### **7. RETENTION OF DATA**

We will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal and contractual obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies. We will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer time periods.

## 8. TRANSFER OF DATA

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information. Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

## 9. E-MAIL NOTIFICATIONS

We want to communicate with you only if you want to hear from us. We try to keep emails to a minimum and give you the ability to opt in to specific topics that interest you. We will send you email related to your activities. You may at any time select to receive certain email communications, in accordance with your preferences, and from which you may opt out at any time by adjusting your notification settings by informing us. We'll also send you service-related announcements when it's necessary to do so.

## 10. DISCLOSURE OF DATA

- Business Transaction: If we are involved in a merger, acquisition or asset sale, your Personal Data may be transferred. We will provide notice before your Personal Data is transferred and becomes subject to a different Privacy Policy.
- Disclosure for Law Enforcement: Under certain circumstances, we may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

## 11. SECURITY OF DATA

The security of your data is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

## 12. LEGAL BASIS FOR PROCESSING PERSONAL DATA UNDER GENERAL DATA PROTECTION REGULATION (GDPR)

If you are a resident of the European Economic Area (EEA), you have certain data protection rights. EXFAN aims to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data. If you wish to be informed what Personal Data we hold about you and if you want it to be removed from our systems, please contact us via [registration@exfan-project.eu](mailto:registration@exfan-project.eu).

In certain circumstances, you have the following data protection rights:

- The right to access, update or to delete the information we have on you;
- The right of rectification. You have the right to have your information rectified if that information is inaccurate or incomplete;
- The right to object. You have the right to object to our processing of your Personal Data;
- The right of restriction. You have the right to request that we restrict the processing of your personal information;

- The right to data portability. You have the right to be provided with a copy of your Personal Data in a structured, machine-readable and commonly used format;
- The right to withdraw consent. You also have the right to withdraw your consent at any time where EXFAN relied on your consent to process your personal information.

Please note that we may ask you to verify your identity before responding to such requests.

You have the right to complain to a Data Protection Authority about our collection and use of your Personal Data. For more information, please contact your local data protection authority in the European Economic Area (EEA).

### **13. SERVICE PROVIDERS**

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used. These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

### **14. ANALYTICS**

We may use third-party Service Providers to monitor and analyze the use of our services. Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network. You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <http://www.google.com/intl/en/policies/privacy/>.

### **15. LINKS TO OTHER SITES**

Our service may contain links to other sites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit. We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

### **16. CHANGES TO THIS PRIVACY POLICY**

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

### **17. DATA CONTROLLER CONTACT DETAILS**

If you have any questions about this Privacy Policy, please contact us via [registration@exfan-project.eu](mailto:registration@exfan-project.eu). Our contact details are EASN Technology Innovation Services, Terweidenstraat 28, B-3440 Budingen, Belgium.