



## PRIVACY STATEMENT

August 2018

## ABOUT GDPR

GDPR, or the General Data Protection Regulation is a new set of EU regulations set to come into force, as a replacement to the existing Data Protection Act. It is the rules and regulations for personal data protection, and every organisation within the EU must comply. The new single data protection act will make major changes to all of Europe's privacy laws and will replace the outdated Data Protection Directive from 1995.

The GDPR regulates the collection and usage of personal data of a data subject. The personal data has to belong to a living, identified or identifiable natural person. This means that the GDPR does not apply to deceased persons or to non-natural persons (e.g., corporations). It also means that the person must be either identified or capable of being identified, directly or indirectly, by reference to an identification number or one or more factors specific to that person.

## DATA PROCESSING TERMS DEFINITIONS

“Controller” means the entity which determines the purposes and means of the Processing of Personal Data. In this case, ESTRO.

“Data Protection Laws and Regulations” means all laws and regulations, including laws and regulations of the European Union, the European Economic Area and their member states, Switzerland and the United Kingdom, applicable to the Processing of Personal Data under the Agreement.

“Data Subject” means the identified or identifiable person to whom Personal Data relates.

“GDPR” means the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

“Personal Data” means any information relating to an identified or identifiable natural person and, an identified or identifiable legal entity (where such information is protected similarly as personal data or personally identifiable information under applicable Data Protection Laws and Regulations).

“Processing” means any operation or set of operations which is performed upon Personal Data, whether or not by automatic means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

“Processor” means the entity which Processes Personal Data on behalf of the Controller.

“Sub-processor” means any Processor engaged by a Processor to process the Controller’s data.

“Supervisory Authority” means an independent public authority which is established by an EU Member State pursuant to the GDPR.

“Third party processors” refers to companies delivering products and services to ESTRO for specific purposes. An example would be a company providing a software tool allowing persons to register for a workshop. These companies will not use contact details for their own commercial purposes but process the data on behalf of ESTRO. Another example would be a company processing payment on behalf of ESTRO, for example when registering to attend the ESTRO Congress.

“ESTRO contact” is a person in contact with ESTRO with an ESTRO account who is neither an ESTRO member nor participates to any ESTRO activities (such as courses and congress).

“ESTRO participant” is a person who participates to ESTRO activities (course, congress, live or online workshop).

“ESTRO member” is a person who is an ESTRO member and has therefore access to dedicated benefits, depending on its membership type.

## As an ESTRO's contact, the following Privacy Policy applies to you

An "ESTRO contact" is a person in contact with ESTRO with an ESTRO account who is neither an ESTRO member nor participates to any ESTRO activities (such as courses and congress).

ESTRO ("us", "we", or "our") operates <http://www.estro.org> (the "Site"). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from our contacts. Information are collected from different sources (Web, mailing, marketing, ...)

### Personal data collected

In order to create your contact profile and provide you ESTRO content, we need to collect the following data :

- Your name (First name, last name)
- Your email address

### Purpose of processing

As a contact, we need this set of data in order to:

- Inform you about all ESTRO membership benefits
- Send you the ESTRO newsletter
- Send you targeted promotional material about ESTRO activities (courses & congresses)

### Duration of data storage

Your data will be kept and processed for the duration of 1 year.

After the deletion of your contact details, the data will not be kept.

## **Legal basis of processing**

Consent

## **Third party processors**

Your personal data will be processed by our suppliers inside and outside the E.U. We have privacy agreements with all of them and your data will be processed under ESTRO supervision.

## **Your rights as ESTRO contact**

You have the following rights regarding the process of your personal data:

- Right to receive a transparent communication about the processing of your data
- Right to be forgotten
- Right to access your data
- Right of rectification
- Right to lodge a complaint
- Right to restrict processing
- Right of data portability
- Right to object to processing
- Right to not be evaluated on the basis of automated processing

## **Contact**

You can contact ESTRO about your personal data, to exercise your rights or to complaint at the following address

[privacy@estro.org](mailto:privacy@estro.org)

You have also the possibility to complain directly at the Belgian DPA (or at your national DPA):

**Belgian data protection authority**

Rue de la Presse 35, 1000 Brussels

Phone: +32 (0)2 274 48 00

Fax: +32 (0)2 274 48 35

E-mail: [contact\(at\)apd-gba.be](mailto:contact@apd-gba.be)

Website: [www.dataprotectionauthority.be](http://www.dataprotectionauthority.be)

**To review your personal data or change the consents for processing**

please visit :

<https://cmoffice.estronet.eu/cmgateway/MEMBER/index.html?module=relationmanager&config=GDPR#manageaccount>

## As an “ESTRO Participant”, the following Privacy Policy applies to you

“ESTRO participant” is a person who participates to ESTRO activities. These can be courses, workshops or congresses organised by ESTRO.

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### Personal data collected

In order to create your participant profile and provide you ESTRO content, we need to collect the following data :

- Your name (First name, last name)
- Your email address
- Your invoicing address (private or professional)
- Your VAT number if you have one

### Purpose of processing

As an active contact, we need this set of data in order to:

- Send you information about courses
- Send you information about congresses
- Inform you about all ESTRO membership benefits
- Send you invoice(s) if you participate to an ESTRO activity
- Send you ESTRO newsletter
- Send you targeted promotional material about ESTRO activities
- Give you a history of the courses & events you attended
- Organize the classroom

- Participation to a course implies that your data (First name, Last name, Specialty, Institute, City, Country) will be added to the “course participants list”, given to the teachers. This list is mandatory for the course organisation and will be used only by the teachers for the course and deleted immediately after the end of this course.

### **Duration of data storage**

Your data will be kept and processed for the duration of 2 years. Your data are kept for 2 years as an active contact because some of our courses are bi-annual.

After the deletion of your contact details, the data will not be kept, except if you received invoices, all the invoices will be kept in archive form for a duration of 7 years (It is a Belgian obligation to be able to provide invoices to the tax administration for 7 years)

### **Legal basis of processing**

Consent or contractual if you participate to ESTRO activities.

### **Third party processors**

Your personal data will be processed by our suppliers inside and outside the E.U. We have privacy agreements with all of them and your data will be processed under ESTRO supervision.

### **Your rights as ESTRO active contact**

You have the following rights regarding the process of your personal data:

- Right to receive a transparent communication about the processing of your data
- Right to be forgotten
- Right to access your data
- Right of rectification
- Right to lodge a complaint
- Right to restrict processing
- Right of data portability

- Right to object to processing
- Right to not be evaluated on the basis of automated processing

### **Contact**

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E-mail: contact(at)apd-gba.be

Website: [www.dataprotectionauthority.be](http://www.dataprotectionauthority.be)

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## As an “ESTRO member”, the following Privacy Policy applies to you

An “ESTRO member” is a person who is ESTRO member and has therefore access to dedicated benefits, depending on its membership type. A person can access the ESTRO membership individually or via its , institution, its national society or its company..

ESTRO ("us", "we", or "our") operates <http://www.estro.org> (the "Site"). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users (“members”) of the Site.

### Personal data collected

In order to create your membership and provide your access to ESTRO content, we need to collect the following data :

- Your name (First name, last name)
- Your birthdate
- Your email address
- Your invoicing details (professional or personal address, VAT if applicable)

Your credit card details will also be used but they will not be stored at ESTRO in any way and processed only for your online payments via our payment service provider.

### Purpose of processing

As a member, we need this set of data in order to:

- Activate the access to “*Radiotherapy & Oncology*” via the publisher Elsevier
- Contact you about your membership
- Send you invoices and payment details
- Set your membership type (Under 40 or not)
- Give you access to your membership benefits

- Send you invoices and payments details
- Send you the ESTRO newsletter
- Send you targeted messages about ESTRO activities
- Send you surveys (related to ESTRO services or for scientific purposes)

The following communications will be sent as they are mandatory to guarantee you are informed about your relation with ESTRO as a member:

- Confirmation letters
- Invoices
- General Assembly information
- Elections details for voting (only if you are a full member)

### **Duration of data storage**

Your data will be kept and processed for the duration of your membership + kept for 24 months.

After the end of your membership, your invoicing data will be archived for 7 years, it is a legal obligation in Belgium to keep such data for 7 years.

### **Legal basis of processing**

Contractual relation.

### **Third party processors**

Your personal data will be processed by our suppliers inside and outside the E.U. We have privacy agreements with all of them and your data will be processed under ESTRO supervision.

## **Your rights as ESTRO member**

You have the following rights regarding the process of your personal data:

- Right to receive a transparent communication about the processing of your data
- Right to be forgotten
- Right to access your data
- Right of rectification
- Right to lodge a complaint
- Right to restrict processing
- Right of data portability
- Right to object to processing
- Right to not be evaluated on the basis of automated processing

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please visit

## Cookies policy

Cookies are small pieces of information that are stored by your browser on your computer's hard drive or in your browser memory. When using [www.estro.org](http://www.estro.org), it enables ESTRO to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time. You do not have to keep re-entering these whenever you return to the site or browse from one page to another. For [www.estro.org](http://www.estro.org), ESTRO mainly uses the following cookies:

- 'Strictly necessary' cookies: these are essential for you in order to be able to use [www.estro.org](http://www.estro.org);
- Functionality cookies: these are used to provide you with the requested services and to remember your settings to improve your use of [www.estro.org](http://www.estro.org);
- Authentication cookies: these are essential to allow you to authenticate yourself when using [www.estro.org](http://www.estro.org) and gain access to authorized content (for example to access the restricted area of [www.estro.org](http://www.estro.org));
- Performance cookies: these collect information about how you use [www.estro.org](http://www.estro.org) in order to allow ESTRO to improve our tools and to understand what interests you. ESTRO is however not able to identify you when using this type of cookies. All information collected by means of these cookies is processed and stored in an anonymous way;
- Third party analytics cookies: these are set by a third party that does not operate [www.estro.org](http://www.estro.org) in order to collect statistics on the use of [www.estro.org](http://www.estro.org) (e.g. to estimate the number of unique visitors, to detect the most preeminent search engine key words that lead to a certain webpage or to track down website navigation uses).

In addition, a distinction needs to be made between **session cookies** and **persistent** or **permanent cookies**:

- A session cookie is a cookie that will be automatically deleted from your computer's hard drive or in your browser memory when you log out or you close your browser;
- A permanent cookie is a cookie that remains stored on your computer's hard drive or in your browser memory for a limited period of time (minutes, days or years) after you have logged out or closed your browser.

For more information on how to manage, including how to control or delete, cookies, please visit <http://www.allaboutcookies.org>.

To provide users with the ability to prevent their data from being used by Google Analytics, Google Analytics has additionally developed the “Google Analytics opt out browser add-on” for the Google Analytics JavaScript. If you want to opt out, you need to download and install the add-on for your web browser via <https://tools.google.com/dlpage/gaoptout> and follow further the instructions provided by Google Analytics.

You can thus delete or block all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

[www.estro.org](http://www.estro.org) contains links to other websites not owned or operated by ESTRO. ESTRO is not responsible for the cookie practices of these websites.

This [www.estro.org](http://www.estro.org) Cookie Policy will at a minimum be updated each year and without prior notice to you. ESTRO will indicate at the top of this [www.estro.org](http://www.estro.org) Privacy Statement when it was most recently updated.