

Magistrale PRIVACY POLICY

This privacy policy applies to the **Magistrale** and supplements the general [EPFL privacy policy](#).

1. Who is responsible for the processing of your personal data and for which purposes?

The Ecole polytechnique fédérale de Lausanne (EPFL) is the data controller and processes your personal data to ensure an adequate organization, follow-up, communication and promotion of **the Magistrale**, which will take place on **October 5th, 2024, at the SwissTech Convention Center. Bettina Caruso at Mediacom Unit of the EPFL**, is responsible for the complete organization of the event, the communication with the speakers and participants before and after the end of the event, refund of expenses of invited participants, as well as communication and promotion of the event. The data processor is **Infomaniak** (only use in case you outsource the event organization, e.g. registration and/or logistics operations. *Comment : Please note that in this case you must sign a contract with the data processor. A template can be provided by the DPO for data protection concerns. For a more general agreement, please contact the DABS.*)

The purpose of the processing of your personal data is handling registration and attendance, reporting on the event, as well as event follow-up actions, such as sharing presentations among participants and feedback collection. It includes, in particular, lists and mailing lists for contacts, invitations, participants, reports, minutes, distribution of reports/minutes, feedback on reports, meeting follow-up, follow-up actions, photographs/pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

Your personal data will not be used for any automated decision-making including profiling.

2. Legal basis for data processing

EPFL processes your personal data in accordance with the Swiss Federal Act on Data Protection (hereinafter “FADP”) as well as, where applicable, the Regulation (EU) 2016/679 of the European parliament and of the Council of 27 April 2016 on the protection of natural persons with regards to the processing of Personal Data and on the free movement of such data (General Data Protection Regulation, hereinafter “GDPR”). The processing of your personal data is based on your consent. By registering to the event, you are consenting to the processing of data that is necessary to the organization of and your participation to the event. A separate consent for additional purposes is asked for in the registration form, in particular for

Specify here **any** situation where the data subject consent is required (e.g. taking and diffusion of photos and videos during the event/conference, including the attendee’s name, affiliation and email address in the list of participants which will be shared among participants, etc.).

Comment : Note that the registration is only an expression of consent for any processing that is strictly necessary. You must require a separate consent for each additional (data processing) purpose. It can be useful to distinguish between the consent for the inscription to one for taking pictures/videos. i.e. the basic consent to participate to an event and the related one to other

optional purposes. If you process sensitive data (as for instance dietary requests), an explicit consent is required.

We suggest to use the DSI's WPForm – wordpress form – which allow you to store data at EPFL. The main advantage of this solution is that you don't have to care about data under the official secrecy, which is a very restrictive legal condition that prevents you to process data out of Switzerland. If you handle personal data that are not sensitive nor under the official secrecy, you can use GoogleForm.

3. What data we collect about you?

Identification/Contact data, such as first name, last name, title, job title, organization, e-mail address will be collected.

Please note that there will be photos and audio and/or video recordings taken during the event. These photos/videos may be published by EPFL for communication/education purposes.

4. Who accesses your data and to whom is it disclosed?

Access to your data is granted only to EPFL and the contractor's staff, who is/are involved in the organization of the event. Where necessary, we may also share your information with service providers for the purposes of organizing the conference.

For visibility/education purposes, personal data (pictures, video or audio recording) are diffused to a wider public (intranet or Internet). If you do not agree with your image or voice being recorded and published, please use the possibility to opt out during registration or by contacting the organizer at any stage and explicitly specifying your request.

List of participants/speakers is shared among participants/speakers who gave their consent during registration.

We will never sell your personal data for marketing purposes.

5. Data Security and Data transfers

In order to protect your personal data, a number of technical and organizational measures have been put in place.

Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorized access, taking into consideration the risk presented by the processing and the nature of the data being processed.

Organizational measures include restricting access to the data to authorized persons with a legitimate need to know for the purposes of this processing operation.

The contractor, **Infomaniak**, is bound by specific contractual clauses for any processing operations of your data on behalf of Name of Organizer.

6. How long do we keep your data?

Personal data is kept as long as follow-up actions to the event are necessary with regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management.

Data necessary for logistics purposes (refund of expenses, transport, etc.) are kept according to the rules set in the [ETH Act](#) and in the [EPFL financial regulation](#).

Photos, audio and video recordings are stored at EPFL and we keep and post photos and videos on our sites and platforms without ever removing them.

Within this time, the files to be used for communication purposes and/or be archived for historical purposes shall be selected. The remaining files shall be deleted.

Data protection rights and Contact

Please refer to the [EPFL privacy policy](#).

Bettina Caruso

EPFL, April 29th 2024