

PRIVACY POLICY

This Privacy Policy concerns the protection of personal data as implemented by

COLLOQUIUM BRUSSELS, a simplified joint-stock company with a share capital of 62,000 euros, registered at 54 avenue Hermann-Debroux, 1160 Brussels, listed in the Belgian company register under the enterprise number (BCE) 0462 336 048 (hereinafter referred to as "we" or "COLLOQUIUM").

This Policy describes how we, as a data processor within the meaning of the General Data Protection Regulation (GDPR) (Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data), collect and use your personal data in relation to the website:

<https://colloquium.idloom.events/conference-securite-democratie-villes>, which allows registration for the event "Conference on Security, Democracy & Cities 2024",

and the associated services, on behalf of the event organizer:

Conference on Security, Democracy & Cities 2024
54 avenue Hermann-Debroux, 1160 Brussels

who is the data controller within the meaning of the GDPR.

Introduction

As a data processor, we guarantee that we process personal data exclusively on behalf of the data controller mentioned above and in accordance with their instructions, applicable regulations on the protection of personal data, and these clauses.

Categories of Collected Data

In the scope of our services, we collect the following categories of personal data:

- Your first name, last name, and marital status.
- Your email address, phone number, and postal address.
- If applicable, your RPPS number.
- If applicable, the email address of the person to be copied.
- Age range.
- Your socio-professional category.
- Your banking information (credit card number).
- If applicable, your image (surveillance videos, recorded conferences, photos).
- Information obtained through the use of cookies.
- Your IP address, login data, browser type and version, and other technical connection data.

The provision of data marked with an asterisk (*) on the data collection forms is mandatory and necessary to process your registration request for the event. Failure to provide this data may result in us being unable to consider your registration request.

In addition to the above information, we also collect information that you willingly provide to us or that we collect in our legitimate interest or within the scope of our legal obligations.

Processing Purposes

We primarily process your personal data for the organization and marketing of the event.

Nature of Processing

The nature of operations performed on your personal data, depending on the services we are responsible for, includes:

- Managing registration and participation in the event.
- Creating participant databases for the event.
- Badge printing.
- Managing attendance certificates, various certificates, invitation letters.
- Generating post-event statistics.
- Creating a database of scientific contributors for the event.
- Notifying selected or rejected contributors.
- Registering selected contributors for the event.
- Creating a database of scientific contributors for managing their transportation reimbursement.
- Creating the scientific program of the event.
- Creating contact databases in the customer relationship management software for managing the event's commercial activities.
- Building a sponsor database.
- Marketing the event to sponsors and partners.
- Monitoring event billing.
- Contacting you if necessary.
- Managing your requests to exercise your rights, claims, and disputes.
- Fulfilling our legal obligations, complying with applicable laws and regulations, and responding to legitimate requests from competent law enforcement authorities.
- Any other operation necessary within the framework of the organization and marketing of the event.

This list is as comprehensive as possible. Any new purpose, modification, or deletion of an existing processing activity will be communicated to clients and prospects through an update of this privacy policy.

Legal Basis for Data Processing

The legal bases for processing your data are as follows:

- Your consent to the processing of your personal data (e.g., sending newsletters, contact requests, communication of offers and news).
- Performance of a contract, including the general terms and conditions (e.g., event registration).
- Processing necessary for the purposes of our legitimate interests (e.g., handling complaints and claims to ensure our defense, billing follow-up).

Data Sources

Personal data relating to participants, exhibitors, and prospects are generally collected directly from them. Indirect collection may also occur through third parties, including:

- The event organizer (member, prospect, participant, website user files, etc.).
- Partners and suppliers of COLLOQUIUM involved in the organization of the event.
- The employers of the individuals concerned.

Data Recipients

Your personal data is disclosed to:

Internal individuals:

- Authorized employees of COLLOQUIUM and affiliated companies who are involved in enabling your participation in the event. These individuals will only process your data for the purposes mentioned above and are bound by confidentiality obligations.

External individuals:

- The event organizer,
- subcontractors (e.g., the bank, badge supplier, registration platform IDLOOM, SA IDLOOM, Dreve Richelle 161L box, 76, 1410 Waterloo, Belgique),
- exhibitors, and partners in certain cases (e.g., visiting their booth, participating in a sponsored session), subject to your prior consent,
- Authorized external personnel from supervisory bodies may also have access to the data (e.g., auditors).

All these third parties to whom we may disclose your personal data are required to ensure the security of your information.

Furthermore, your personal data may be disclosed to:

- Authorities in the countries hosting the event or the participants' countries of origin, in accordance with legal requirements.
- Local or national administrative or judicial authorities, if required by law.

In this case, we are not responsible for the conditions under which personnel from these authorities access and process your data.

Duration of data retention

We retain your personal data for as long as necessary to fulfill the purpose for which they were collected or as long as the law requires us to retain them.

They are kept for varying periods of time depending on the processing, namely:

PROCESSING	DATA RETENTION PERIOD
Data related to participants or exhibitors at the event	During the period of contractual relationships, specifically during the duration of the event, plus an additional 3 years for prospecting purposes, without prejudice to retention obligations or statutory limitations.
Data related to prospects	3 years from the date of collection or the last contact initiated by the prospect, or until the individual objects to such processing.
Technical data	1 year
Banking data	Deleted once the transaction is completed. If there is a dispute regarding the transaction: retained for 13 months in archival storage following the debit date.
Anti-money laundering	5 years
Accounting documents (invoices, booking receipts)	10 years

Once the specified time limits have elapsed, the data is either deleted or retained after being anonymized, particularly for statistical purposes. They may be retained in the event of pre-litigation or litigation.

Data security

We take appropriate and necessary technical and organizational measures to protect your personal data against unauthorized or accidental destruction, manipulation, loss, disclosure, or unauthorized access.

Your Rights

As an individual whose personal data is being processed, you have the following rights that allow you to maintain control over information about you:

- **Right to object:** You can object, for legitimate reasons, to being included in our files; you can also object to the dissemination, transmission, or retention of data concerning you.
- **Right of access:** You can request a copy of the information we hold about you to verify its content.

- Right to rectification: You can request the correction of inaccurate or incomplete information concerning you.
- Right to erasure: You have the right to request the erasure of personal data concerning you.
- Right to restriction: You have the right to request the temporary freezing of the use of certain of your data.
- Right to data portability: You can request to retrieve your personal data that we hold about you for personal use or to transmit it to a third party of your choice.
- Right to post-mortem instructions: You have the right to provide instructions regarding the retention, erasure, and disclosure of your post-mortem data.
- Right to lodge a complaint with a supervisory authority, namely in France, the CNIL (National Commission on Informatics and Liberty): link to CNIL's complaint page, if you believe, after contacting us, that your rights regarding Information Technology and Liberties are not being respected.

You can exercise these rights at any time by sending us an email to the address RGPD@clq-group.com or by sending us a letter to the following postal address: COLLOQUIUM, 54 avenue Hermann-Debroux, 1160 Brussels, clearly stating the name of the event.

In accordance with the legislation on the protection of personal data, participants and exhibitors are informed that these are individual rights that can only be exercised by the data subject concerning their information: for security reasons, the data subject must provide proof of their identity.

Your Obligations

We make reasonable efforts to ensure that your personal data remains as accurate, complete, and up-to-date as possible. To ensure that your data is accurate and up-to-date, and to assist us in maintaining this state of affairs, you must promptly inform us of any changes to the information you have provided to us.

Therefore, you must ensure that the data you provide is correct, accurate, up-to-date, true, and compliant with applicable laws.

As we primarily use electronic communications in our exchanges with you, you are particularly requested to notify us of any changes to your email address.

You are also responsible for the security of your data, including the confidential retention of the passwords we have provided to you.

For More Information

For any additional information, you can contact us by email at the following address: RGPD@clq-group.com.

For more general information on the protection of personal data, you can visit the CNIL website: <https://www.cnil.fr/>.

Updated on April 27, 2023.

