CCIS Privacy Policy

This document is being provided to you in line with our obligations under the General Data Protection Regulation (GDPR), which will come into force on 25 May 2018. From that date, the GDPR, together with applicable Irish requirements, will amend existing data protection law and place enhanced accountability and transparency obligations on organisations when using your information. The GDPR will also introduce changes which will give you greater control over your personal information, including a right to object to processing of your personal information where that processing is carried out for our business purposes.

PURPOSE OF THIS POLICY

This policy is a statement of CCIS Ltd's commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts.

CCIS PRIVACY POLICY

We'd like to assure you that we are committed to protecting the privacy of all our users. We will ensure that the information you provide us with is kept private and confidential, and we will only use it to provide the services you request.
Users of CCIS's Conference Diary and Conference Diary Applications Portal are advised to read the following Privacy Policy, illustrating our compliance with the Data Protection Acts of 1988 and 2003 with regards to the processing of information collected on our site.

This Data Privacy Policy contains an explanation of what happens to personal data that you choose to provide to us, or that we collect from you whilst you visit this site.

INFORMATION YOU VOLUNTARILY PROVIDE

When you complete a registration form, accept a client sponsorship, consult with our service team, send us an email, or communicate with us in any way, you are voluntarily giving us information that we collect. That information may include either your name, physical address, email address, IP address, phone number, passport details and in case of emergency contact details. By giving us this information, you consent to this information being collected, used, disclosed, transferred or stored by us and or our third-party providers as described in this privacy policy. In the interest of your privacy, we only collect, use and retain information reasonably required for our legitimate business interests, such as the legitimate purpose of evaluating and/ or managing your request for meetings sponsorship and associated travel logistics, congress registration support and for complying with regulatory transparency and transfer of value reporting requirements.
Only personnel with a relevant and tangible need to see your information in order to operate the Portal, manage your sponsorship request and associated travel and registration logistics /or manage your relationship with CCIS will have access to it.

INFORMATION WE AUTOMATICALLY COLLECT

Cookies: The CCIS website /Conference Diary does not use cookies, apart from temporary "session" cookies which enable a visitor's web browser to remember which pages have already been visited. A cookie is a piece of data stored on the user's hard drive while they are visiting a particular Website. It contains simple information about the user's identity but no personal information. When the user closes their browser, the cookie is destroyed. You can set your computer not to accept cookies without a loss of functionality on this Website.

INFORMATION WE SHARE WITH THIRD PARTY PROVIDERS

We may share your personally identifiable information with service providers including

- Payment processors for secure credit card payment transaction.
- Congress Registration services to process your congress programme registration.
- Our business partners, suppliers, and sub-contractors, for the performance of any contract we enter into with them.
- Legal authorities when we believe in good faith that we are lawfully authorised or required to do so or when necessary to do so to protect the rights and safety of CCIS, employees and users from fraudulent, abusive, inappropriate or unlawful use of our services.
- Information that is aggregated or anonymised that does not directly identify you.

HOW WE PROTECT YOUR INFORMATION

We take reasonable and appropriate measures to protect Personal Information from loss, misuse and unauthorized access, disclosure, alteration and destruction, considering the risks involved in the processing and the nature of the personal information. Our portal is scanned on a regular basis for security holes and known vulnerabilities to make your visit as safe as possible. We implement a variety of security measures when a user enters, submits, or accesses their information to maintain the safety of your personal information.
Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive/credit card information you supply is encrypted via Secure Socket Layer (SSL) technology. All transactions are processed through a gateway provider and are not stored or processed on our servers. If a security breach causes an unauthorized intrusion into our system that materially affects you, then CCIS will notify you as soon as possible and later report the action we took in response.

ACCESS TO PERSONALLY IDENTIFIABLE INFORMATION

If your personally identifiable information changes or you wish your information to be removed from our records, you may update or delete it by emailing junek@ccis.ie who will provide you with your personally identifiable information that we hold within 30 days of a request to access.

TERM OF RETENTION

We will retain your information for as long as required to deliver our services, our client contractual agreement or resolve any issues. Please note that we cannot always delete records of all historical data. For example, we are required to retain certain records for financial reporting and compliance reasons.

- Personally identifiable data held on our portal, "Conference Diary" databases and internal CCIS servers excluding email will be purged automatically from our database three years from date of you last conference attendance, subject to you not being active on another programme that postdates this time frame.

YOUR RIGHTS REGARDING YOUR INFORMATION

From May 25, 2018, you have a number of rights with respect to your personal data:

- Right of access to the information held on you
- Right of rectification of the information held on you
- Right of deletion of the information held on you
- Right to object to the processing of your personal data
- Right to restrict the processing of your personal data
- Right to be forgotten
- Right to data portability
- Right to lodge a complaint with a supervisory authority

These rights can be exercised by writing to us at this email address: junek@ccis.ie

CHANGES TO PRIVACY POLICY

We may make changes to this privacy policy, and therefore we recommend reviewing this privacy policy so you are aware of any changes that affect what you are consenting to by interacting with the portal, submitting a query, making a request, or otherwise interacting with CCIS.

INQUIRIES ABOUT THIS DATA PROTECTION POLICY SHOULD BE MADE TO:

- Data Protection Co-Ordinator, Ms. June Kearns, CCIS Ltd, Unit E, Block 4, Shannon Business Park, Shannon, County Clare, V14FP57, Ireland.

Policy Updated 23rd April 2018