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## Data Protection

By clicking on “I agree”, you verify that you agree and consent to the following, or you verify that the person on whose behalf you are registering has agreed and consented in writing to the following:

### **Cancellation Fees**

Seminar: If I cancel one week or less prior to the seminar, cancellation will not be reimbursed.

Accommodation: For any hotel room reservation it is the hotel's cancellation policy that applies.

### **Compliance**

Hotel rooms can be booked during registration at the hotel the meeting is taking place.

### **IPCAA acknowledges and respects the privacy of individuals**

The collection, processing, retention and disclosure of your personal data as a result of your registration is managed as set forth below:

### **Personal data collected**

Personal data, such as your name and dietary preferences, etc. that you enter into the registration form will be collected.

### **Purpose for collecting personal data and related use**

Your personal data is used for logistics purposes for your participation in the event and related records keeping and to comply with applicable laws and regulations. A name tag will be printed and made available in front of the meeting room. Please reach out to [secretariat@ipcaa.org](mailto:secretariat@ipcaa.org) if you disagree with this process.

### **Personal data disclosure to third parties**

Personal data will be disclosed to SHOCKFISH SA (SpotME) solely for the purpose of getting access to the events app.

Third parties are bound by data privacy and confidentiality or non-disclosure clauses of their contracts in order to guarantee privacy rights and the same level of security as per applicable laws. They will process personal data only based on the instructions they will receive from IPCAA.

### **Retention of personal data**

Your personal data will be stored one year after closure of the event. If you wish to get informed about future events of IPCAA after that date, please sign up to our e-news.

### **Exercise of access rights and contact details and right to complain**

You may request information about your personal information and exercise related access rights, including deletion and withdrawal of your consent, by contacting [secretariat@ipcaa.org](mailto:secretariat@ipcaa.org).

According to the General Data Protection Regulation of the European Community you have the right to complain with a data protection authority.