



Microcomb2022 PRIVACY POLICY

This privacy policy applies to the Microcomb2022 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 Microcomb2022, which will take place on June 5 to 9, 2022 at Saanen, Switzerland.

The “Laboratory of Photonics and Quantum Measurements (LPQM)”, a lab 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 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, photographs/pictures, presentations.

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

2. Legal basis for data processing

The Laboratory of Photonics and Quantum Measurements (LPQM), a lab of the 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 taking and diffusion of photos during the event, including the attendee’s name, affiliation and email address in the list of participants which will be shared among participants, etc.

3. What data we collect about you?

Contact data, such as first name, last name, organization, email address, phone number; dietary requests (if any) for organizing meals; information about the form of transport used and hotel, and banking information – credit card information (for purpose of registration reimbursements). Please note that there will be photos taken during the event based on the prior consent of the speakers and the participants. These photos may be published by the Laboratory of Photonics and Quantum Measurements (LPQM) for communication purposes. During registration, participants indicate their preference to opt-in or opt-out from the above publishing activities by sending an email to the organizer prior to the event.

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

Access to your data is granted only to the Organizer and the contractor's staff, who 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 purposes, photos may be diffused to a wider public (intranet or Internet). If you do not agree with your image being published, please use the possibility to opt out during registration or by contacting the organizer by email at any stage and explicitly specifying your request.

List of participants may be shared among participants.

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.

6. How long do we keep your data?

Personal data are kept for up to three years or as long as foreseeable follow-up actions to the event are necessary with regard to the purpose 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 are stored at EPFL for up to three years. Within this time, 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](#).

Laboratory of Photonics and Quantum Measurements (LPQM)

EPFL, 18.11.2021