

PRIVACY POLICY

This privacy statement explains how Leiden Observatory, Leiden University and By ease deal with the processing of your personal data. You are advised to read this statement carefully.

By ease acts as conference secretariat for Exoplanets 5. Leiden Observatory, Leiden University has concluded a processing agreement with By ease for this purpose.

Leiden Observatory, Leiden University and By ease handle your data with care, in accordance with the General Data Protection Regulation (GDPR). By ease processes personal data on behalf of Leiden Observatory, Leiden University in the context of the organisation of Exoplanets 5. Leiden Observatory, Leiden University is, pursuant to Article 4, part 7 of the GDPR, Controller for the Processing of personal data and By ease is, pursuant to Article 4, part 8. , Processor. Leiden Observatory, Leiden University is the owner of this data at all times.

Leiden Observatory, Leiden University and By ease guarantee to comply with the requirements of the applicable laws and regulations regarding the processing of personal data.

Types and purposes of processing personal data

By ease collects the following personal data that you directly or indirectly disclose to us or to Leiden Observatory, Leiden University, such as in the context of purchasing products or services, visiting this website, or registering for a newsletter or meeting. The personal data that By ease processes and its purpose:

- Name, position and contact details: this information is used to communicate with you about the performance of the agreed services. For example:
 - confirming your registration;
 - creating an invoice associated with your registration;
 - sending information related to your participation of the conference;
 - processing your payment;
 - sending the evaluation and download option;
 - compiling the list of participants that is distributed among the speakers (consisting of: name, position, organization per participant);
 - being able to send a personalized certificate of participation (name);
 - contacting you by telephone or e-mail, if this is necessary to be able to carry out our services;
 - to be able to inform you about any changes to services.
- Name, position and e-mail address (address, telephone number, e-mail address): By ease, uses this data to send newsletters and/or information about Exoplanets 5 that may be of interest to you, in accordance with the applicable laws and regulations.
- Payment details: By ease uses your payment details, such as bank account number and credit card details, to process payments (if applicable in the context of the agreement concluded with you).
- Visitor data: the website keeps track of data such as the most requested pages by website visitors. The purpose of this is to optimize the layout of the website. Such data is also used for research and analysis, with the aim of improving the customer experience on the website.

Legal grounds for processing personal data

The processing of your personal data is based on various legal grounds.

- Consent: you give permission for the processing of your personal data when you register for the conference.
- Agreement: the processing of your data is necessary for the execution of the agreement, because without your contact details it is not possible to complete your registration.
- Legal obligation: There is a legal obligation on By ease to store your data for invoicing. This is to meet the requirements of the Tax Authorities.

Access, modification, deletion of personal data

You can contact us (see contact details) if you:

- wish to inspect the personal data that we have collected from you;
- want to submit a request for rectification, deletion or blocking of your personal data;
- want to object to the use of your personal data;
- want to submit a complaint about the processing and/or use of your personal data.

Transmission, retention and automated decision-making

Leiden Observatory, Leiden University and By ease do not sell/share the personal data recorded by us to/with third parties. In addition, Leiden Observatory, Leiden University and By ease only provide your data if this is necessary for the execution of the services or to comply with a legal obligation. Leiden Observatory, Leiden University and By ease keep the above data for five years. Leiden Observatory, Leiden University and By ease do not use automated decision-making.

Cookies and similar technology

The Exoplanets 5 website use cookies. Cookies are small files that are stored on your computer. These cookies are intended to provide you with the best possible service via this site. Every time you visit the Exoplanets 5 website, it collects basic technical information in order to optimise your visit to the website. This privacy statement applies to cookies and similar technology.

Security personal data

Leiden Observatory, Leiden University and By ease use security procedures, among other things to prevent unauthorized persons from gaining access to this data or from losing personal data. The website and the registration system used have an SSL certificate, which means that the data is sent over a secure connection. In addition, the databases are protected with passwords.

Links to external websites

Links to external websites and organisations can be shown on the Exoplanets 5 website. Leiden Observatory, Leiden University and By ease bear no responsibility with regard to the use of your data by these external websites and organisations. Please read the privacy statement of the website you are visiting.

Questions

If you have any questions about this privacy statement, please do not hesitate to contact us (see contact details).

Contact details

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