

2nd Bioenergy International Conference

We respect your privacy

It is your responsibility to read and understand this privacy policy. By visiting our website, attending our conferences, subscribing to our newsletter, or providing us any product and/or service, you are agreeing and consenting to the practices described in this privacy policy. If you do not agree to all of this privacy policy and do not wish to be bound by it, you are not authorised to access or otherwise use the website or take part in any of the programmes and offers that we provide. In reviewing this privacy policy, please also read our Terms & Conditions (user agreement) policy.

Our legal status under UK data protection law is that of a data controller and in this capacity we will securely store and process your personal information which you have provided to us. Data controller is a legal term used in the General Data Protection Regulation (GDPR), to signify who decides how your personal data is processed and for what purposes.

We are committed to safeguarding your privacy online and offline. We appreciate that you do not want any personal information you provide to us distributed indiscriminately and here we explain how we collect information, what we do with it and what controls you have. This privacy policy may change from time to time so please check back here frequently.

This privacy policy explains the following:

1. What personal data do we collect from you and how
2. How is your personal data processed, stored and kept secure?
3. How do we use your personal data?
4. What is the legal basis for processing your personal data?
5. Do we share your personal data with anyone else?
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1. WHAT PERSONAL DATA DO WE COLLECT FROM YOU AND HOW

We collect information that individual visitors provide voluntarily. Some of this information is collected because it is useful in connection with the conference's objectives, which include:

1. organising scientific conferences;

2. providing an application and registration process for attendance at a conference we organise.

In connection with your use of this website, we may collect and store your Personal data. Personal data is information that can be used to identify you specifically, such as your name, employer, physical address, email address, telephone number, picture, and education and work history. It relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

We don't store credit card data, as it is processed by Redsys. [Click here to read their privacy policy.](#)

We may collect and store personal data in various places throughout its websites connected with an application to attend a conference. Personal data may also be collected and stored if you provide it elsewhere in the course of a visit to our Website, such as while requesting for information from the organisation.

2. HOW IS YOUR DATA PROCESSED, STORED AND KEPT SECURE?

Your personal data will be processed in the UK. When you submit your details in whichever country you are situated you agree to the information being processed in the UK.

The websites and our servers, wherever they are based, have appropriate technical and organisational measures in place to protect against unauthorised or unlawful use of your personal data as well as the accidental loss, destruction or damage of your personal data whilst under our control.

However, no data transmission over the internet can be guaranteed to be 100% secure and whilst we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us and you do so at your own risk.

We comply with our obligations under the General Data Protection Regulation (GDPR) by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

3. HOW DO WE USE YOUR PERSONAL DATA?

In addition to the described below, we may use your personal data to:

1. notify you of upcoming conferences and;
2. contact you to respond your questions and requests for information.

i. Conference Application and Admission Processes

If you apply to attend a conference, we will collect personal data to facilitate that process. Such information may include your contact details, such as your name, institution, physical address, email address, and telephone number. This is so that we can contact you and process your application.

If your application is approved, you are expected to register and pay as soon as possible, to confirm your attendance. To facilitate payment by debit card, we use a third-party payment processor who collects your payment and billing information — e.g., your debit card number and billing address — who will use such information to process your payments.

If you are accepted to a conference, we will use your personal data to:

1. process your registration and facilitate your attendance at the conference(s);
2. process your payments related to conference attendance as mentioned;
3. provide you with information regarding the conference, including scheduling and logistics.

We also may share personal data (other than payment information) of conference attendees with the other delegates of the conference. The purpose of this is to enable conference attendees to contact each other prior to and after the conference, for networking purposes, in furtherance of one aspect of this conference's mission.

ii. Participation as a chairperson or speaker

If you speak or chair sessions in our conferences, we may post your personal data on the relevant page of the website, such as your name, employer, and your photograph if you have provided one.

4. WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

The legal basis for processing your personal data is included in Articles 6 and 9 of the General Data Protection Regulation (GDPR). These include the following:

Article 6: Lawfulness of processing

Processing shall be lawful only if and to the extent that at least one of the following applies:

- the data subject has given consent to the processing of their personal data for one or more specific purposes;
- processing is necessary for the performance of a contract or event to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract or attending an event;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Article 9: Processing special categories of personal data

Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation is not allowed, unless one of the following applies:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes;
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
- processing relates to personal data which are manifestly made public by the data subject;
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

- processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy.
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on European Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Personal data referred to in paragraph 1 may be processed for the purposes referred to in point (h) when those data are processed by or under the responsibility of a professional subject to the obligation of professional secrecy under European Union or Member State law or rules established by national competent bodies or by another person also subject to an obligation of secrecy under European Union or Member State law or rules established by national competent bodies.

5. DO WE SHARE YOUR PERSONAL DATA WITH ANYONE ELSE?

We may disclose your personal information to partners of the conference who supply us services or are our partners in the organisation of a conference, and who need to process personal information in the provision of any services or tasks related to an event. When register to this conference, you are consenting to the disclosure of your personal information to the conference's partners who may provide such goods and services under contract and guarantee to our satisfaction that they have sufficiently robust processes in place to ensure the security of your personal information whilst it is in their care.

We may disclose your personal information to third parties:

- - In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
 - If all or substantially all of our assets are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets.

We may disclose depersonalised data (such as aggregated statistics) about the users of our website in order to describe our sales, customers, traffic patterns and other site information to prospective partners, advertisers, investors and other reputable third parties and for other lawful purposes, but these statistics will include no personally identifying information.

Under certain circumstances we may occasionally be required by law, court order or governmental authority to disclose certain types of personal information and we

reserve the right to comply with any such legally binding request. Examples of the type of situation where this would occur would be:

- in the administration of justice;
- where we have to defend ourselves legally;
- in complying with the mandatory requirements of a government department collecting information; and
- to protect or defend our rights or property or those of the users of our services.

Other than this, we will not disclose any of your personal information to any other third parties without your consent.

6. HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

We will hold your personal information on our systems only for as long as is necessary. We do not delete the data we hold from you on our records if you attended a conference organised by us, unless you request this. You are responsible for and control the time periods for which you retain this data. Your data will be deleted as soon as you make a request to us, and we will regularly ask for your consent to keep your data.

7. CHANGING YOUR MIND ABOUT RECEIVING MARKETING MESSAGES.

We give you choices regarding the collection, use, and sharing of your personal information. When you register in one of our conferences, we will ask you to make choices about receiving further marketing communications from us. Should you wish to stop receiving marketing communications from us, you will be able to unsubscribe or opt-out, or you can contact us and we will make the changes for you. Our contact details are at the end of this privacy policy. Please remember to include your full name and address in order that we may make the changes that you request.

8. HOW DO WE USE COOKIES?

“Cookies” are pieces of information that a website transfers to your hard drive to store and sometimes track information about you. Cookies are common and won’t do anything to harm your system – they simply store or gather information. They help you to get the most out of your visit to our website.

- **1.** We may collect information about your computer including, where available, your IP address, operating system and browser type for system administration as part of our audit trail process. Most web browsers automatically accept cookies, but if you prefer, you can change your browser to prevent that. You are not obliged to accept cookies and you can adjust your browser’s setting to prevent it from accepting cookies on your computer – go to www.allaboutcookies.org for instructions on how to disable cookies. However, you may not be able to take full advantage of our website if you do so.
- **2.** Cookies are specific to the server that created them and cannot be accessed by other servers, which means they cannot be used to track your movements around the web. Although they can be used to store information which may

identify a user's computer, cookies do not personally identify users and passwords and credit card information are not stored in cookies.

- **3.** Our website uses two main types of cookies:
 - Per-session cookies. We only use these whilst you are visiting our website and they are deleted when you leave. They remember you as you move between pages, and they also help maintain security.
 - Persistent cookies. These cookies stay on your computer until they expire or are deleted.
- **4.** Our websites also uses cookies, for example, to:
 - Gather customer journey information across our sites and fulfil any of your requests;
 - Gain insight into the nature of our audience so we can tailor our content accordingly;
 - Ensure your privacy when you visit our secure sites;
 - Store login details for our secure sites;
 - Store details of your marketing preferences to improve and enhance your visit to our sites;
 - Evaluate our sites' advertising and promotional effectiveness – all information is anonymised and we don't share it with anyone;
 - Provide advertising on our sites and on other sites which are tailored to your interests and preferences;
 - Remember settings you have applied to a Website such as layout, font size, preferences, colours etc;
 - Detect if a service has already been offered to you so that we don't ask you again.

9. SOCIAL MEDIA.

- Social networking sites, such as Facebook, among others, work with us as trusted third party partners. We also work with application developers who specialise in social media, so that we can connect with your social networks. We provide access to our websites for third parties and business partners so that we can generate interest in our products and services among members of your social networks and to allow you to share product and service interests with friends in your network.
- We do not control how your personal information is collected, stored or used by such third party sites or to whom it is disclosed. You should review the privacy policies and settings on any social networking site that you subscribe to so that you understand the information they may be sharing. If you do not want your networking sites to share information about you, you must contact that site and determine whether it gives you the opportunity to opt-out of sharing such information. We are not responsible for how these third party sites may use information collected from or about you.

10. OTHER WEBSITES.

- This privacy policy applies only to our website and products/services.

- We accept no responsibility or liability for any third party practices on third party websites. We advise you to carefully read third party privacy statements prior to the use of any third party website.

11. YOUR RIGHTS AND YOUR PERSONAL DATA.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- You are entitled to see the information we hold about you. If you wish to access the personal information held by us, you should contact us in writing using the information provided below.
- If we are legally able, we will provide you with copies of all the personal information we hold about you. We are also obliged to request that you provide us with identification so that we can be certain that you are entitled to receive the requested data.
- Please help us to keep our records of your personal information up-to-date by notifying us of any changes or corrections to the personal information we hold about you.
- The right to request your personal data is erased where it is no longer necessary for the organisation to retain such data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of your personal data.
- The right to lodge a complaint with the Information Commissioners Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

- **Further processing**
 - If we wish to use your personal data for a new purpose, not covered by this Policy, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.
 - Where and whenever necessary, we will seek your prior consent to the new processing.

12. CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify or amend this Privacy Policy at any time and for any reason. If we make any significant changes to our information privacy practices, we will post notice of the change on our homepage for a reasonable period of time after any such significant change is implemented.

Questions about this Privacy Policy will be answered if submitted to us at info@bioenergy-conference.com

13. CANCELLATION POLICY

a) If a delegate is unable to attend an event for any reason they may be substituted, by arrangement with the organisation, by someone else from the same organisation.

b) If a delegate is unable to attend, if the conference organisers are informed by email by the deadline for payment displayed on the website of the event, a delegate can keep the payment towards the same event or another conference organised by this organising committee, that takes place in the 12 months following the originally booked event. The paper will not be published in the Conference Proceedings if the fee is held over for another conference.

c) When the delegate is unable to attend, and is not in a position to transfer his/her place to another person or to another event, then the following refund arrangements apply:

1. Registrations cancelled more than 60 days before the event will be refunded 80% of the registration fees.
2. Registrations cancelled less than 60 but more than 30 days before the event will be refunded 50% of the registration fees.
3. Registrations cancelled less than 30 days before the event will not be eligible for a refund.
4. Cancellations from authors made after a failed visa application will be refunded the registration fees paid in excess of 80 Euros, which covers the costs associated with processing the paper. In this event, the paper will still be published in the conference proceedings and delegates will receive an electronic copy of the proceedings and electronic certificate.
5. Cancellations from non-authors made after a failed visa application will be refunded the registration fees paid less an administration charge of 80 Euros per participant registered.
6. Conference proceedings and certificates for registered participants who are for whatever reason unable to attend will be e-mail to the delegates if the fee has been paid.

Important note for failed visa applications

Notification must be sent to the organisation by e-mail no more than 10 (ten) working days before the conference starts* for refunds to be eligible. Cancellations received after this cut-off time will not be eligible for refund.

* Saturday and Sunday do not count as working days.

If you wish to contact us regarding any matter relating to this Privacy Policy, please send an email to Monica Martins on info@bioenergy-conference.com

14. HOW TO CONTACT US.

If you do not understand or accept this privacy policy or wish to contact us concerning any matter relating to your personal information then please email info@bioenergy-conference.com