

## Name and Address of the Controller

The controller within the meaning of the General Data Protection Regulation and other national data protection laws of the Member States as well as other data protection provisions is:

**Deutsche Arbeitsgemeinschaft zum Studium der Leber (GASL) e.V.**

**c/o Herr Präsident Univ.-Prof. Dr. Peter Neumann**

Klinik für Allgemein-, Viszeral- und Transplantationschirurgie

Universitätsklinikum Aachen, AÖR

Pauwelsstraße 30

52074 Aachen

vertreten durch Univ.-Prof. Dr. Peter Neumann

## Name and Address of the Data Protection Officer

The controller's data protection officer is:

**Deutsche Arbeitsgemeinschaft zum Studium der Leber (GASL) e.V.**

**c/o Frau Dr. med. Monika Rau**

Medizinische Klinik und Poliklinik II des Universitätsklinikums Zentrum Innere Medizin (ZIM)

Universitätsklinikum Würzburg

Oberdürrbacher Straße 6 | Haus A3

97080 Würzburg

vertreten durch Dr. med. Monika Rau

Email: Rau\_M@ukw.de

## General Information on Data Processing

### 1. Scope of personal data processing

In principle, we process personal data of our users only to the extent that is necessary to provide a functional website and our contents and services. As a rule, processing of our users' personal data is only carried out with the user's consent. An exception applies in those cases where prior consent cannot be obtained for valid reasons and processing of the data is permitted by legal provisions.

### 2. Legal basis for the processing of personal data

Where we obtain consent from the data subject for the processing of personal data, Article 6 (1) (a) of the EU General Data Protection Regulation (GDPR) serves as the legal basis.

For the processing of personal data required for the performance of a contract to which the data subject is a party, Article 6 (1) (b) of the GDPR serves as the legal basis. This also applies to processing operations that are necessary to carry out pre-contractual measures.

Where the processing of personal data is required to fulfil a legal obligation to which our organization is subject, Article 6 (1) (c) of the GDPR serves as the legal basis.

In the event that vital interests of the data subject or of another natural person make processing of personal data necessary, Article 6 (1) (d) of the GDPR serves as the legal basis.

If processing is necessary to safeguard a legitimate interest of our company or of a third party and if the interests, fundamental rights and freedoms of the data subject do not outweigh the first-mentioned interest, Article 6 (1) (f) of the GDPR serves as the legal basis for processing.

### **3. Data erasure and storage period**

The personal data of the data subject will be erased or blocked as soon as the purpose of storage ceases to apply. Data may be stored for longer periods, if this has been provided for by the European or national legislator in EU regulations, laws or other provisions to which the controller is subject. The data will also be blocked or erased if a storage period specified in any of the aforementioned legislation expires, unless there is a need for further storage of the data for the conclusion or fulfilment of a contract.

## Notes on Order Processing

This website uses the Converia conference management software, which is provided by Lombego Systems GmbH. Lombego Systems GmbH hosts the software and provides additional services such as software maintenance and support for the organiser. Additionally, Lombego Systems GmbH offers the handling of payment processing for the organiser. Within the scope of the conference overview, Lombego Systems GmbH is in charge of privacy compliance. Within the scope of individual conferences (subpages or clients), the organiser is in charge of privacy compliance following the contractual agreement. This means that Lombego Systems GmbH may come into contact with personal data stored in the software when carrying out this work and must therefore be regarded as a processor. The individual conferences therefore have separate privacy policies in which this is stated in detail.

A contract has been concluded with Lombego Systems GmbH for order processing in accordance with Article 28 of the GDPR. (For company information, see the "List of Processors" section in this document).

## Cooperation with data processors and third parties

If data is disclosed to other persons or companies (processors or third parties) within the scope of processing, or if data is transferred to them, or if they are allowed to access the data in any other way, this shall only be done on the basis of legal authorisation (e.g. if transferring data to third parties such as payment processors is required in order to fulfil the contract according to Article 6 (1) lit. b GDPR), if you have given your consent, a law provides for it, or on the basis of our legitimate interests (e.g. when appointing representatives, web hosters, etc.).

If we appoint third parties with processing data based on a "data processing contract", this will be based on Art. 28 GDPR.

## Provision of the Website and Creation of Log Files

### **1. Description and scope of data processing**

Each time our website is visited, our system automatically collects data and information from the accessing computer's system.

The following data is collected:

- Information on the browser type and version used
- The user's operating system
- The user's internet service provider
- The user's IP address
- Date and time of access

### **2. Legal basis for data processing**

The legal basis for the temporary storage of data and log files is Article 6 (1) (f) of the GDPR.

### **3. Purpose of data processing**

The temporary storage of the IP address by the system is necessary to enable the website to be delivered to the user's computer. For this purpose, the user's IP address must be stored for the duration of the session.

This data is stored in log files to ensure the functionality of the website. We also use the data to optimize the website and to ensure the security of our information technology systems. Data collected in this context is not analysed for marketing purposes.

Data processing for these purposes is also in our legitimate interest in accordance with Article 6 (1) (f) of the GDPR.

### **4. Storage period**

The data will be erased as soon as it is no longer required to achieve the purpose for which it was collected. If data is collected for the provision of the website, this is the case when the respective session has ended.

Data stored in log files is erased after no more than ten days. Storage for a longer period is possible. In such cases, the user's IP address is erased or masked so that it can no longer be associated with the accessing client.

### **5. Possibility of objection and deletion**

The collection of data for providing the website and storage of data in log files are absolutely necessary for operating the website. Consequently, there is no possibility for the user to object.

## Use of Cookies

### **1. Description and scope of data processing**

Our website uses cookies. Cookies are text files that are stored in or by the web browser on the user's computer system. When a user accesses a website, a cookie might be stored on

the user's operating system. This cookie contains a distinct character sequence that allows unambiguous identification of the browser when the website is accessed again.

**We classify cookies into the following categories:**

**Necessary cookies (type 1)**

These cookies are essential for websites and their functions to work properly. Without these cookies, services such as attendee registration cannot be provided.

**Functional cookies (type 2)**

These cookies make it possible to improve the convenience and performance of websites and to provide various functions. For example, language settings can be stored in functional cookies.

**Performance cookies (type 3)**

These cookies collect information on how you use websites. For example, performance cookies help us to identify particularly popular areas of our internet presence. In this way, we can adapt the content of our websites more specifically to your needs and thereby improve what we offer you. No personal data is stored in these cookies. Further details on how the information is collected and analyzed can be found in the section "Analysis of usage data".

**Third-party cookies (type 4)**

These cookies are installed by third parties, e.g. social networks. Their main purpose is to integrate social media content on our site, such as social plugins. Information on how we use social plugins can be found in the "Social Plugins" section of the privacy statement.

**2. Legal basis for data processing**

The legal basis for the processing of personal data using cookies is Article 6 (1) (f) of the GDPR.

**3. Purpose of data processing**

We use the following cookies on our websites:

Cookie name	Purpose	Type
PHPSESSID	Identification of a user session	1
Converia_SID	Identification of a front-end user	1

#### **4. Storage period, possibility of objection and deletion**

Cookies are stored on the user's computer and transmitted from there to our website. This means that you as user have full control over the use of cookies. By changing the settings in your internet browser, you may deactivate or restrict the transmission of cookies. Cookies that have already been stored can be deleted at any time. This can also be effected automatically. If cookies are deactivated for our website, it may no longer be possible to use all of the website's functions in full.

## Registration & Use of the Conference Management Software's Functions

### **1. Description and scope of data processing**

The conference management software offers users the possibility to register by entering personal data. The data is entered into an input mask and then transmitted to us and stored.

Mandatory information may be requested during registration. This information must be entered completely and accurately. If this is not the case, the registration will be rejected.

The system provides for a function which requires that a data protection agreement must be actively confirmed before personal data is stored in the software.

For example, a registration process is usually required for the following activities:

- Registration as a participant for an event
- Submission of a scientific contribution to the system
- Reviewing of scientific contributions
- Actions as a speaker or chair of a session
- Using the favorites feature of the conference planner

The following data is collected and stored during the registration process and use of the software features:

- Access data (username, password)
- Address details
- Email address
- Shopping cart data
- Billing information
- Information on contributions submitted
- Temporal and spatial scheduling data (conference schedule)
- Information on memberships
- Information on verification (e.g. student identification)

### **Payment processing**

Various payment options (e.g. invoice/bank transfer, credit card, PayPal) are available for payment processing when participants register for an event. Sensitive payment information is not stored in the conference management system itself. For this purpose, specially certi-

fied payment service providers are employed which perform the data processing and storage. The user is led directly to the website of the respective provider. Further information on data protection can be found on the websites of the respective service provider.

The following data is collected for payment processing:

- selected method of payment
- invoice amount
- amounts paid
- billing data

## **2. Legal basis for data processing**

The legal basis for the processing of data is Article 6 (1) (a) of the GDPR, provided the user's consent has been obtained.

If registration serves the fulfilment of a contract to which the user is a party or the implementation of pre-contractual measures, the additional legal basis for processing of the data is Article 6 (1) (b) of the GDPR.

## **3. Purpose of data processing**

A registration of the user is necessary for the fulfilment of a contract with the user or for the implementation of pre-contractual measures.

## **4. Storage period**

The data will be deleted as soon as it is no longer required to achieve the purpose for which they were collected.

This is the case for data collected during the registration process to fulfil a contract or to carry out pre-contractual measures, when this data is no longer required for the execution of the contract. After conclusion of the contract, it may still be necessary to store personal data of the contractual partner in order to fulfil contractual or legal obligations.

Since the access data including address data will be used for other events such as follow-up events, this data will be removed from the system within 2 years after the last login.

## **5. Possibility of objection and deletion**

As a user you have the possibility to cancel the registration at any time. You can have the data stored about you amended at any time.

For this purpose, please contact the controller by e-mail or telephone (see information above).

If the data is required to fulfil a contract or to carry out pre-contractual measures, a premature deletion of this data is only possible to the extent that contractual or legal obligations do not preclude deletion.

## **Rights of the Data Subject**

Should personal data concerning you be processed, this means that you are a data subject within the meaning of the GDPR and have the following rights vis-à-vis the controller:

### **1. Right to information**

You may request confirmation from the controller as to whether personal data concerning you is processed by us.

If such processing has taken place, you can request the following information from the controller:

- (1) the purposes for which personal data has been processed;
- (2) the categories of personal data that have been processed;
- (3) the recipients or categories of recipients to whom the personal data concerning you have been or are still being disclosed;
- (4) the planned duration of the storage of personal data concerning you or, if specific information on this is not available, the criteria for determining the storage period;
- (5) the existence of a right to rectification or deletion of personal data concerning you, a right to restriction of processing by the controller or a right to object to such processing;
- (6) the existence of a right to lodge a complaint with a supervisory authority;
- (7) any available information on the origin of the data if the personal data were not collected from the data subject;
- (8) the existence of automated decision-making, including profiling in accordance with Article 22 (1) and (4) of the GDPR and –at least in these cases – meaningful information on the logic involved as well as the scope of such processing and its intended effects on the data subject.

You have the right to request information as to whether the personal data concerning you is transferred to a third country or to an international organisation. In this context, you can request information on the appropriate safeguards pursuant to Article 46 of the GDPR in connection with the transfer.

### **2. Right to rectification**

You have the right to request from the controller rectification and/or completion of the processed personal data concerning you if this data is incorrect or incomplete. The controller must carry out the rectification without delay.

### **3. Right to restriction of processing**

Under the following conditions, you can request the processing of personal data concerning you to be restricted:

- (1) if you contest the accuracy of the personal data concerning you for a period that enables the controller to verify the accuracy of the personal data;
- (2) if the processing is unlawful and you refuse deletion of the personal data and instead request that use of the personal data should be restricted;
- (3) if the controller no longer needs the personal data for the purposes of the processing, but you require them for establishing, exercising or defending legal claims; or

- (4) if you have objected to processing pursuant to Article 21 (1) of the GDPR and it has not yet been established whether the legitimate reasons of the controller outweigh your reasons.

If the processing of personal data concerning you has been restricted, such data shall - with the exception of storage - only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

If you have obtained restriction of processing under the conditions specified above, you will be informed by the controller before the restriction of processing is lifted.

#### **4. Right to erasure**

##### *a) Duty to erase*

You may request the controller to erase the personal data relating to you without delay, in which case the controller is obliged to erase this data without delay if one of the following reasons applies:

- (1) The personal data concerning you is no longer necessary for the purposes for which it was collected or otherwise processed.
- (2) You withdraw your consent on which the processing was based in accordance with Article 6 (1) (a) or Article 9 (2) (a) of the GDPR, and there is no other legal basis for the processing.
- (3) You object to the processing pursuant to Article 21 (1) of the GDPR and there are no overriding legitimate grounds for the processing, or you object to the processing pursuant to Article 21 (2) of the GDPR.
- (4) The personal data concerning you has been processed unlawfully.
- (5) The personal data concerning you has to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.
- (6) The personal data concerning you has been collected in relation to information society services offered pursuant to Article 8 (1) of the GDPR.

##### *b) Information to third parties*

Where the controller has made your personal data public and is obliged pursuant to Article 17 (1) of the GDPR to erase it, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers who are processing your personal data that you, as the data subject, have requested the erasure by such controllers of any links to or copies or replications of this personal data.

##### *c) Exceptions*

There is no right to erasure to the extent that processing is necessary:

- (1) for exercising the right of freedom of expression and information;
- (2) for compliance with a legal obligation according to which processing is required by Union or Member State law to which the controller is subject, or for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller;



- (3) for reasons of public interest in the area of public health in accordance with points (h) and (i) of Article 9 (2) and Article 9 (3) of the GDPR;
- (4) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) of the GDPR, in so far as the right referred to in section a) is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
- (5) for the establishment, exercise or defence of legal claims.

### **5. Right to notification**

If you have exercised your right to rectification or erasure of personal data or restriction of processing vis-à-vis the controller, the controller is obliged to communicate this rectification or erasure of personal data or restriction of processing to all recipients to whom your personal data has been disclosed, unless this proves impossible or involves disproportionate effort.

You have the right to be informed by the controller about these recipients.

### **6. Right to data portability**

You have the right to receive the personal data concerning you, which you have provided to the controller, in a structured, commonly used and machine-readable format. In addition, you have the right to transmit the data to another controller without hindrance from the controller to whom the personal data has been provided, as long as

- (1) the processing is based on consent pursuant to Article 6 (1) (a) of the GDPR or Article 9 (2) (a) of the GDPR or on a contract pursuant to Article 6 (1) (b) of the GDPR; and
- (2) the processing is carried out by automated means.

In exercising this right, you also have the right to have the personal data concerning you transmitted directly from one controller to another, where technically feasible. The freedoms and rights of others must not be affected by this.

The right to data portability does not apply to processing of personal data that 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.

### **7. Right to object**

You have the right to object at any time, on grounds relating to your particular situation, to any processing of your personal data pursuant to Article 6 (1) (e) or (f) of the GDPR; this also applies to profiling based on these provisions.

The controller will no longer process the personal data concerning you, unless the controller demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.

Where personal data concerning you are processed for direct marketing purposes, you have the right to object at any time to processing of the personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing.

If you object to processing for direct marketing purposes, the personal data concerning you will no longer be processed for such purposes.

In the context of the use of information society services - and notwithstanding Directive 2002/58/EC - you may exercise your right to object by automated means using technical specifications.

#### **8. Right to withdraw the declaration of consent under data protection law**

You have the right to withdraw your declaration of consent under data protection law at any time. The withdrawal of consent will not affect the lawfulness of processing carried out on the basis of your consent before its withdrawal.

#### **9. Right to lodge a complaint with a supervisory authority**

### Data Protection Information

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement, if you consider that the processing of personal data relating to you infringes the GDPR.

The supervisory authority with which the complaint has been lodged will inform the complainant on the progress and outcome of the complaint, including the possibility of a judicial remedy pursuant to Article 78 of the GDPR.

In the area of card payments (debit/girocard/credit cards), we are cooperating with the Concardis GmbH (Concardis), Helfmann Park 7, D-65760 Eschborn, represented by its directors Jana Brendel and Carsten Höltekemeyer.

Within this scope, the purchase amount and date as well as card data will be transferred to the aforementioned company.

All payment data as well as data regarding any possible chargebacks will only be stored as long as they are needed for payment processing (including processing possible return debits and debt collection) and for anti-abuse provisions. As a rule, this data will be deleted no later than 13 months after its collection.

The data may be stored for a longer period of time if and as long as that is necessary in compliance with a statutory retention period or in order to prosecute a particular case of misuse. Article 6(1) lit. f GDPR serves as the legal basis for data processing.

You are entitled to obtain information regarding your stored data and, where applicable, have a right to have this data corrected or deleted. You may also demand a restricted processing of your data and/or, where applicable, object to the processing of your personal data. If you have any questions regarding Concardis's data processing or asserting your aforementioned rights, please consult the data protection officer that can be contacted by post at the above address or by email at [Datenschutzbeauftragter@concardis.com](mailto:Datenschutzbeauftragter@concardis.com).

Furthermore, you are entitled to make a complaint to the supervisory authority (the privacy and data protection representative of the federal state in Germany). We would like to point out that the provision of payment data is neither legally nor contractually required. In case

you do not wish to provide your payment data, you may use another payment method (e.g. cash).

## List of Processors

Lombego Systems GmbH  
Kaufstr. 2-4  
99423 Weimar  
Germany

Type of processing:

- Hosting and operation of the Converia conference management software
- Maintenance and support
- Payment processing