

## **Privacy Policy and Cookies Policy**

### **Privacy Policy**

This statement and policy refers to the practices in relation to the conference website ([registration@avadublin2020.ie](mailto:registration@avadublin2020.ie)) and the delivery of the Association of Veterinary Anaesthetists (AVA SPRING MEETING 2020), taking place in UCD, Ireland from the 11th - 13th March 2020.

For the purpose of this statement the following parties are included:

#### **Controllers:**

AVA Spring Meeting 2020 Committee:

Controller and Processor:

- Keynote PCO – [click here](#) for privacy policy.
- Aventri - [click here](#) for privacy policy

#### **Who we are:**

*Association of Veterinary Anaesthetists (AVA SPRING MEETING 2020 )*

The official Conference Secretariats of AVA SPRING MEETING 2020 2020 are through Keynote PCO.

Company Name:	Keynote Conference Services Ltd, <i>Trading as</i> Keynote PCO
Registered Office:	31 Chalfont Ave, Malahide, Co Dublin, Ireland
Company Reg. Number:	IE455143

Keynote PCO are acting offices on the instruction of the congress hosts/committee; Association of Veterinary Anaesthetists (AVA SPRING MEETING 2020)

Keynote Conference Services Ltd., T/A Keynote PCO, will be referred to as “Conference Secretariat” and the Association of Veterinary Anaesthetists will be referred to as “The Committee” in the following privacy statement and cookies policy.

#### ***This Statement and Policy:***

The Conference Secretariat gathers and stores your personal information in accordance with this privacy statement and in compliance with The General Data Protection Regulation (GDPR)(EU) 2016/679 and all Irish statutory laws and regulations.

This statement is compiled to provide you with clear information with regards to your rights and how data is managed and stored by The Conference Secretariat and The Committee

This statement and policy applies only to the Congress practices and services provided. This policy does not apply to the practices of any third party who perform any activities in conjunction with or at the behest of The Conference Secretariat (for example: Hotel bookings – please ensure you refer to your selected supplier’s individual privacy policy, airline etc...).

Please note that any links to other websites from the conference website ([registration@avadublin2020.ie](mailto:registration@avadublin2020.ie)) to third party sites are governed by their own privacy statements and we do not accept any responsibility or liability for these privacy statements.

***Data Processing pertaining to Your Data Privacy:***

The Conference Secretariat process data pertaining to its activities in accordance with GDPR guidelines.

**Key Guidelines:**

- The Conference Secretariat and The Committee will only use your data for the indicated purpose at the time of submission.
- Data is collected and processed lawfully in order to perform contractual, specific and legitimate purposes, including existing contractual obligations, or to start negotiations in entering a new contract.
- All personal data collected and processed is relevant and limited to the purpose for which it was processed.
- All personal data collected and processed will be limited to the necessity of the purpose and processed in a transparent manner.
- All personal data processed and collected will be managed with appropriate organisational measures to ensure safeguarding of your data, to ensure protection from data theft, unlawful processing or accidental damage or loss.
- Where indicated, your data will be used for legitimate business purposes; future marketing, product offers and or general communications as disclosed or in response to a correspondence.
- Please also refer to the cookies policy and website data policy information below.
- All personal data will be maintained for no longer than reasonably necessary and or legally required or deemed necessary. This does not affect your rights to have your data deleted by contacting The Secretariat.

***Transfer of Data:***

- Your data will never be disclosed, sold or shared with a third party without your explicit, informed consent, unless it is believed that The Secretariat is required to disclose data in order to comply with any applicable laws, a summons, a search warrant, a court or regulatory order, or other statutory requirements.
- The Conference Secretariat and The Committee operates globally, which may require, depending on contractual obligations and location of The Committee and The Conference Secretariat to process and transfer to and/or store your data outside of the European Union. The secretariat is committed to ensuring the integrity of your data and will ensure best practices are applied to any or all data transfer procedures. Processing by non-EU group(s) may be a requirement in order to fulfil contractual obligations, such as The Committee location, hotel reservations, visa applications, payment processing, travel and or other support services pertaining to your interaction as part of The Conference Secretariat's services. In submitting your personal data to us, you agree to this transfer, storage and processing. The Secretariat and

The Committee will take all reasonable steps to ensure your data is treated ethically, securely and in accordance with this privacy policy.

- The only exception to this policy occurs in the event of a sale, merger, receivership or liquidation or transfer of all or substantially all of the assets of AVA SPRING MEETING 2020 Conference or The Conference Secretariat or The Committee, provided that the third party agrees to adhere to the terms of the Privacy Policy and provided that the third party only uses data for the purposes that you provided it to The Conference Secretariat and The Committee. Those affected by this privacy policy will be notified in the event of any such transfer.

### ***Data We Collect & Systems***

Registration services are provided and managed by The Conference Secretariat – Keynote PCO. The following integrated third-party online platforms are utilized and managed by The Conference Secretariat in delivery of your participation.

Registrations are processed through the secure AVETRI registration system and integrated with Global Payments (Realex Payments) in providing secure online payment processing. This system ensures that clients' financial data is processed in the most secure platforms. Aventri and Global Payments are fully compliant with the Payment Card industry Data Security Standards.

- Useful links and online platforms :
  - Registration Booking System – AVENTRI [Click here for privacy policy](#) or visit [aventri.com](http://aventri.com)
  - Payment System – Global Payments [Click here for privacy policy](#) or visit [globalpaymentsinc.com](http://globalpaymentsinc.com)

In order to provide our services, The Conference Secretariat collects and processes personal information to meet all contractual and legal obligations pertaining to required and or booked services.

This data may include but is not limited to:

Your-

- Name, Date of Birth
- Personal contact details: Address, email and telephone number (s)
- Work contact details: Address, email and telephone number (s)
- Employment Information
- Passport and or Visa Entry Information
- IP Addresses – in the provision of payment services and or web activity
- Banking and or payment information including credit card information
- Anonymous statistical data involving the use of Keynote's and our operational conference websites
- Hotel, travel, social event interaction and tour information
- Scientific/Academic opinion and or research

- 'Special Category Data' as required including but not limited to; accessibility/mobility for attendance and access to all events and activities or dietary including religious requirements (where catering options are provided when in attendance) and gender (for congress statistics only)
- Browser type

Your data will only be used for the purpose as indicated per the service(s) used while interacting with The Conference Secretariat. Please note that this list is not exhaustive and may be modified depending on the services requested.

The Conference Secretariat collects this data through the following methods, but not limited to:

- Emails
- Telephone Correspondence
- Postal correspondence
- Online forms (including but not limited to: Conference registration, enquiry, newsletter database sign-up forms, abstract submission forms)
- Website interaction – see cookies policy below

***How We Use your Data:***

The Conference Secretariat, in delivery of its contractual obligations and operations will only use your data for the purpose as provided to their offices. Your data will not be disclosed to any third party where not required contractually through informed consent or required by law. This would apply both to The Conference Secretariat and contractual obligations in the management of the conference.

We will use your data through the below, but not limited to, activities:

- Updating and maintaining our own records and marketing purposes
- Ensuring Statutory Tax Compliance
- Employment Purposed and Applications
- Fulfilment of contractual obligations as a result of service agreements as requested
- Anonymised data from both Keynote and conference website to compile statistics on website usage- see cookies policy below
- Registration and or Booking/submission services. Your data may/will be provided to relevant third-parties including; relevant government agencies, hotels, travel and transport groups, tour operators as part of the confirmed selected services. These third parties may reside outside the EU.
- In response to a correspondence
- With the purpose of financial management from contractual agreements both individuals, groups and corporate entities

Where necessary and appropriate under applicable laws, your data will be disclosed by The Conference Secretariat:

- i. in response to a public or governmental request
- ii. to comply with a legal process
- iii. enforcement of Keynote PCO's and our acting conference's terms and conditions
- iv. to protect our privacy, rights, safety and property
- v. to limit liability and damages and or seek legal remedies against Keynote PCO

***Data Safety:***

The Conference Secretariat believes your data privacy is key to the conference success. All reasonable steps have been taken to ensure your data is secure and protected from unauthorised, access, accidental or unlawful disclosure, loss, destruction or manipulation.

This privacy policy pertains only to authorised staff of The Conference Secretariat (all contracted terms) in receipt and processing of your data as defined for the purpose and legal basis of processing.

We apply a best practice policy when engaging our suppliers in alignment with current GDPR guidelines and disclosures. You are responsible for reviewing any booked third-party services or any individual privacy policies disclosed above pertaining to the submission of your data. We cannot guarantee your personal data's security with these groups and therefore do not assume any liability in this regard.

***Your Rights and How to Contact us:***

You can contact The Conference Secretariat to request a copy of your personal data, rectify any errors, restrict processing, request portability of your data and or information pertaining to the processing of your personal data.

At any stage you may request to have your personal data held by The Conference Secretariat deleted, excluding data which we are required to keep for legal and legitimate business purposes.

You are under no obligation to provide The Conference Secretariat with personal data but when disclosed, you have a duty to provide correct, accurate, truthful and lawful information. This data may be required to provide access to all or parts of the services we provide and as such without, may deem this request undeliverable.

The Conference Secretariat and The Committee will request your consent prior to using your personal data for purposes not set out in this policy and subject to relevant data protection laws.

***Queries/Contact***

Email: Conference Secretariat – [registration@avadublin2020.ie](mailto:registration@avadublin2020.ie)

Keynote PCO – [info@keynotepco.ie](mailto:info@keynotepco.ie)

OR

Post: Data Protection,  
AVA SPRING MEETING 2020 c/o Keynote PCO,  
Suite 26, Anglesea House,  
63 Carysfort Avenue,  
Blackrock  
Co Dublin  
Ireland

**Website Cookies Policy:**

This Policy relates to privacy practices in connection with the website [registration@avadublin2020.ie](mailto:registration@avadublin2020.ie). The Conference Secretariat and The Committee are the data controllers and processors for the purposes of this statement.

**Third Party Websites:**

This website has links to other pages and websites; please be aware that if you access another site through a link we provide, you are subject to the privacy policy of that site. The inclusion of a link on the website does not imply endorsement of the linked website by us.

Additionally, we may provide you with access to third-party functionality that permits you to post content to your social media account(s). Please note that any information that you provide through use of this functionality is governed by the applicable third party's privacy policy, and not by this privacy policy, and we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

**Cookie Policy:**

This website is hosted by Keynote PCO (using Irish Domains hosted services). Technology is used to track the patterns of behaviour of visitors to this website. This can include using a "cookie" which would be stored on your browser or on the hard drive of your computer. You can usually modify your browser to prevent this happening. The information collected in this way can be used to identify you unless you modify your browser settings.

The Conference Secretariat and The Committee uses this information to find out which features of the websites are most popular so that they can be developed in the light of the analysis of your usage. AVA SPRING MEETING 2020 (Both Conference Secretariat and The Committee) use the information generated so as to ensure that users have a more personal experience when accessing the website, particularly when visiting it on repeat occasions. Whenever a visitor visits this website they will be alerted to the fact that cookies are in use and asked to consent to their continued use. This consent may be implied from the visitor continuing to use the website repeatedly.

**Control of cookies**

Information regarding how to control or delete cookies can be found here:  
(please note these links direct to external websites)

- [Internet explorer Click here](#) to be directed to a Microsoft information page
- [Chrome Click here](#) to be directed to a Google information page
- [Firefox Click here](#) to be directed to a Mozilla information page
- [Safari Click here](#) to be directed to a Apple information page
- [Opera Click here](#) to be directed to a Opera Information page

**Cookie1s in use on this website**

<b>Cookie Type</b>	<b>Cookie Name</b>	<b>Purpose</b>	<b>More Information</b>
Essential Site Cookie	ASP.NET_SessionId	This cookie is essential for the site to operate. It is used to track information about the decisions you make during your visit.	<a href="#">Click here</a>
Essential Site Cookie	ASPXFORMSAUTH	This cookie is essential for the site to operate. It is used to track a logged in user between page requests so that they don't have to login each time.	<a href="#">Click here</a>
Content Management System Cookie	CMSPreferredCulture	Your preferred culture	<a href="#">Click here</a>
Content Management System Cookie	CMSPreferredUICulture	Your preferred user interface culture	<a href="#">Click here</a>
Content Management System Cookie	ViewMode	Your view mode – determines what elements of the website you see based on your login credentials	<a href="#">Click here</a>
Content Management System Cookie	VisitorStatus	Whether you are a first-time or repeat visitor	<a href="#">Click here</a>
Content Management System Cookie	CurrentVisitStatus	Your visitor status for the current day	<a href="#">Click here</a>
Content Management System Cookie	CMSShoppingCart	The identity of your shopping basket – ensures you don't add an item to somebody	<a href="#">Click here</a>

<b>Cookie Type</b>	<b>Cookie Name</b>	<b>Purpose</b>	<b>More Information</b>
		else's basket.	
Content Management System Cookie	CMSSMobileRedirected	Whether or not you are using a mobile phone to view the site – helps display appropriately sized content	<a href="#">Click here</a>
Content Management System Cookie	CurrentTheme	Which themed version of the site you are using	<a href="#">Click here</a>
Content Management System Cookie	Campaign	Identity of the campaign that brought you to the site	<a href="#">Click here</a>
Content Management System Cookie	UrlReferrer	The website you clicked on to visit this website (usually a search engine reference)	<a href="#">Click here</a>
Content Management System Cookie	DisplayContentInDesignMode	Whether or not you have the ability to make design updates to the website – restricted to the site owner	<a href="#">Click here</a>
Content Management System Cookie	FormState	Used to determine if a web form's state needs to be restored	<a href="#">Click here</a>
Content Management System Cookie	VotedPolls	A list of polls you have voted on – prevents you from voting multiple times	<a href="#">Click here</a>
Content Management System Cookie	DocRated	A list of documents you have rated – prevents you from rating a document multiple times	<a href="#">Click here</a>



<b>Cookie Type</b>	<b>Cookie Name</b>	<b>Purpose</b>	<b>More Information</b>
Content Management System Cookie	PostAnswer	Supports the forum user interface	<a href="#">Click here</a>
Content Management System Cookie	UserWords	A list of words you've added to the dictionary. Supports the spell checker	<a href="#">Click here</a>
JetPack Site Stats	tnojs	The stats module may set an admin-area cookie if the user needs to view stats reports without javascript turned on.	<a href="#">Click here</a>