I4th IFEA WORLD ENDODONTIC CONGRESS 2024

in conference

Association Management Company and Professional Conference Organisers
Established 1989

Privacy Statement

14th IFEA World Endodontic Congress 2024 has appointed In Conference Ltd as its Conference Organisers.

14th IFEA World Endodontic Congress 2024 and In Conference Ltd are committed to protecting and respecting your privacy. This policy explains when and why we collect your personal information for example through attending our events, visiting our website or signing up to our mailings lists or; how we use this data; the conditions under which we may disclose it to others; and how we keep it secure.

We may change this policy from time to time so please check this page occasionally to ensure that you are happy with any changes. By using our website, you are agreeing to be bound by this policy.

Any questions regarding this policy and our privacy practices should be sent by email to

info@in-conference.org.uk

Who we are

In Conference Ltd is a company registered in Scotland (128198). Founded in 1989 we offer a Professional Conference Organising and Association Management Service. Our registered address is Unit 1, Q Court, Quality St, Edinburgh EH4 5BP, United Kingdom

Conferences, Events and Mailing Lists

What information we collect

When you sign up on our website to attend an event or to receive news from us, we will collect and process your data to allow us to carry out your request.

This information will typically include your name, email address, and company/institution.

For paid-for events, financial data including your billing address will also be collected and processed by a third-party processor. Our online security controls maintain confidentiality at all times,

specifically for secure card payments. We are certified to the payment card data security standards (PCI-DSS) and never store card details.

For conferences/events, we may also ask for any special dietary and disability requirements which we will pass onto the venue/accommodation provider in order to help us make your attendance at the event as comfortable as possible. Providing this information will always be optional.

We may also retain copies of documents you provide to us as proof of your identity (including passport details) for example when you are claiming a financial bursary award. Along with your bank details we may also keep copies of travel and accommodation receipts if claiming expenses.

Why we collect and process this information and how we will use it

When you sign up to attend a conference/event, we will use your information to process this request. This may include:

- Contacting you before the event with important information, and in some cases immediately afterwards to share any presentations or reports associated with the conference/event.
- Making a name badge for you, which will contain your full name, organisation and country
- Producing a delegate list with your full name, company and country to be handed out to all attendees of the event including exhibitors/sponsors either as a printed document, electronically as a pdf file or loaded onto the conference/event mobile app. You will always have the option to ask for your name to be withdrawn from this list.

When you sign up to receive news from us, either via the mailing list form or when you sign up to attend a conference/event and give us permission to contact you in future, we will use your data to send you regular emails about upcoming events or research which we think you might be interested in.

We will not share your personal data with any other third-party, unless we have expressly asked permission from you to do so (for example, if we are running a joint conference/event with another organisation, we may ask for your permission to share your details with them).

Lawful basis for processing this information

The lawful basis for processing this information is Legitimate Interests (Article 6(1)(f)).

For anyone who has signed up to attend a conference/event, we have a legitimate interest in processing their data in order to facilitate the running of the event. You have a legitimate interest in us processing the data in this way, as it allows you to attend the event.

We have a legitimate interest in informing members of the public who have expressed an interest in our work (either by directly signing up on our website, or by attending an event and opting in to hearing more about similar events or research) about these topics.

How long we keep your information

We will only hold your personal information on our systems for as long as is necessary to carry out the above uses. For example:

- If you sign up to an event, we will store your data for up to five years after the event. After this period, we will anonymise all data on attendees and keep only attendance numbers and a broad breakdown by sector.
- If you sign up to our mailing list, we will store your data either until you unsubscribe (there will always be an option to opt-out on every email we send) or you have not opened an email from us in the past year.

Website

What information we may collect

We collect data about traffic to our website using Google Analytics. The data available to us is aggregated and anonymised, so that we cannot access personal information, such as IP addresses, and cannot identify how any individual has used the website.

We may collect information about your computer, including your operating system and browser type, for system administration and in order to create reports. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

The only cookies in use on our site are for Google Analytics. Google Analytics is a web analytics tool that helps website owners understand how visitors engage with their website. Google Analytics customers can view a variety of reports about how visitors interact with their website so that they can improve it.

Like many services, Google Analytics uses first-party cookies to track visitor interactions as in our case, where they are used to collect information about how visitors use our site. We then use the information to compile reports and to help us improve our site.

Cookies contain information that is transferred to your computer's hard drive. These cookies are used to store information, such as the time that the current visit occurred, whether the visitor has been to the site before and what site referred the visitor to the web page.

How we will use your information

The information we collect from our Analytics is used to inform how we structure the website and how content is arranged there.

How long we keep your information

Aggregate data is not deleted from our system, so that we can track use of the website over time.

Where and how we store your information

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Data that we collect is stored either on our internal network or on our web server, both located in our UK offices.

Staff are trained to ensure awareness of the importance of data security and practical knowledge of how to keep data safe. In addition, back-ups of our data are stored offsite in a secure UK location.

Your rights

You can ask to be removed from our mailing list at any time, either by unsubscribing on an email we have sent you, or by emailing us at info@in-conference.org.uk

You can also:

- request a copy of your personal information, and to have any inaccuracies corrected.
- request that we remove all your personal data from our systems.
- request that we restrict the way we process your data.

To do any of the above, please email info@in-conference.org.uk

Changes to this policy

This is the latest version of our privacy policy (last updated on 15/05/2022). Any changes we may make in future will be included under this heading along with the date of the amendment.

By continuing to use our website, you will be deemed to have accepted these changes.

Contact us

If you have any question or comments about our privacy policy, you can email us at

info@in-conference.org.uk

or write to: Margaret Sherry, In Conference Ltd, Q Court, Quality Street, Edinburgh EH4 5BP, UK