

Privacy Policy

Last Updated on 25 November, 2019. This Privacy Policy is effective immediately for Users after that date. This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data.

TC5 Design Limited qualifies as a Data Controller under the Regulation (EU) 2016/679 of The European Parliament and of The Council of 27 April 2016 (General Data Protection Regulation (the "GDPR")). As such, we aim to comply with all legal obligations which the GDPR implies on Data Controllers.

TC5 Design Limited respect your privacy and are committed to protecting it through our compliance with this Privacy Policy.

1. Definitions

In this Policy the following terms have these meanings:

"Cookie" means a small text file placed on your computer or device by our website when you visit our website;

"Our website" means this website, www.bioem2020.org

"Personal data" means data that we process which is any information that can be personally attributable to an individual such as a name, email address or telephone number;

"We/Us/Our" means TC5 Design Limited which is a limited company Registered in England under Company Number 8022366 whose registered address is Unit 2, Avon Park, Thatcham, Berkshire RG19 4AJ

2. About this policy

This policy describes:

The types of information that we may collect from you when you access or use our website, www.bioem2020.org or interact with us; and

Our practices for collecting, using, maintaining, protecting and disclosing that information.

This policy applies only to information we collect through our services and in the electronic communications sent through or in connection with our services.

3. What data do we collect?

We collect several different types of information for various purposes to provide and improve our Service to you. Some data will be collected automatically by our website and other data will only be collected if you voluntarily submit it.

Automatically collected data, which includes data collected through Google Analytics will be non-personally identifiable data. Data collected that you have voluntarily submitted may be personally identifiable data.

Depending upon your use of our website, and your specific requirements (e.g Visa entry requirements) data collected may include, but is not limited to, the following:

1. Name
2. Business/organisation name
3. Email addresses
4. Telephone number
5. Mobile telephone number
6. Passport/ID Card Details
7. Enquiry message/detail
8. Special requirements such as access or dietary
9. Emergency contact details (name/phone)
10. Student ID
11. Browsing statistics and behaviour via Google Analytics (automatically collected)

The security of your data is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data and Payment Data, we cannot guarantee its absolute security.

4. How we use the information we collect

We use the information that we collect from you in a variety of ways.

This includes:

Operations

We use the information to provide the services and information that you request and to respond to enquiries, requests and questions to the BioEM2020 Conference and your associated attendance or your planned attendance/engagement at the BioEM2020 Conference. We may also use certain data to plan for the BioEM 2021 conference.

Google Analytics

We may use Google Analytics to measure and evaluate access to and traffic on our website, and to create user navigation and behaviour reports for our website administrators and marketing team. Data collected from Google Analytics is not attributable to an individual.

5. Storing and sharing your data

We keep your data:

- for as long as we need to in order to use it as described above in section 4;

and/or,

- for as long as we have your permission to keep it, such as using it to send you our newsletter or other marketing materials;

Where do we keep your data?

Personally identifiable data that you submit through our website will not be stored or transferred outside of the European Economic Area (“the EEA”) (The EEA consists of all EU member states, plus Norway, Iceland and Liechtenstein).

Your data may be stored at the following:

- Our Website Server (Secured with SSL)
- Our Internal SharePoint System (Secured Access)

Do We Share Your Data?

No, TC5 Design Limited will never share your data with any third-party.

6. Cookies

We use cookies and similar tracking technologies to track the activity on our Service and hold certain information.

Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyse our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Examples of Cookies we use:

- Session Cookies. We use Session Cookies to operate our Service.
- Preference Cookies. We use Preference Cookies to remember your preferences and various settings.
- Security Cookies. We use Security Cookies for security purposes.

7. Right of consent withdrawal

You may withdraw your consent for collecting your personal information at any time. To do so, please contact us at info@bioem2020.org

8. Change or review of information

If you would like to review, change or delete personal data we have collected from you or you had submitted or permanently delete your registration account, please contact us at info@bioem2020.org

For more information regarding the termination or deletion of your information, please refer to Section 10: Termination of this Privacy Policy.

9. Accessing or correcting your personal information

We aim to take reasonable steps to accurately record the personal information that you provide to us, as well as any subsequent updates.

You have the right to ask for a copy of any of your personal data held by us.

We encourage you to review, update, and correct the personal information that we maintain about you. You may request that we delete personal data about you that is inaccurate, incomplete, and irrelevant for legitimate purposes, or is being processed in a way which infringes any applicable legal requirements.

Please contact Susie Booth for more information on this process at info@bioem2020.org

10. Termination of this Privacy Policy

You may at any time review or change the personal information we maintain about you by contacting TC5 Design Ltd. Upon your request, we will delete your contact information and personal data from our active databases.

This Privacy Policy is effective until terminated by either party. If you no longer agree to be bound by this Privacy Policy, you must cease the use of TC5 Design Limited services. If you are dissatisfied with TC5 Design Limited or any of these terms, conditions, and policies, your sole legal remedy is to discontinue using the services. TC5 Design Limited reserves the right to terminate or suspend your access to and use of the services without notice, if we believe, in our sole discretion that such use is in violation of any applicable law, or harmful to our interests or the interests of another person or entity, or where TC5 Design Limited has reasons to believe that their use is in violation of this Privacy Policy.

11. Children's Privacy

TC5 Design Limited's service does not address anyone under the age of 18 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

12. Changes to this policy

TC5 Design reserves the rights to change this Privacy Policy at any time. Please check this page periodically for changes. Your use of the services after any such amendment or change in the Privacy

Policy shall be deemed as your express acceptance to such amended/changed Privacy Policy and an assent to be bound by such changed/amended Privacy Policy. Information collected prior to the time any change is posted will be used according to the rules and laws that applied at the time the information was collected.

13. Governing law

This Privacy Policy and the use of the Website are governed by the laws of United Kingdom. The parties undertake to first try to resolve the dispute with by negotiation. If the parties fail to reach an amicable resolution through negotiation, TC5 Design Limited agrees to submit the dispute to the competent Court of United Kingdom.

14. Copyrights

The copyrights of our Website are the property of TC5 Design Limited.

Texts, graphics, photographs, animations, video and clips, visible on the website are the object/subject of copyright and are part of the intellectual property of TC5 Design Limited. Those may not be reproduced, used, presented or represented with an explicit written permission by TC5 Design Limited. Any distribution of files, obtained by the users of the website, or parts of such files, constitutes a violation of the relevant intellectual property protection laws and is prosecuted by the law.

Nothing contained on this website may be interpreted as granting a license or right of use as a trademark without the prior explicit written consent of TC5 Design Limited.

15. Service Providers

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analysing how our Service is used. These service providers have access to your Personal Data only to perform these tasks on behalf of TC5 Design Limited and are obligated not to disclose, share or use it for any other purpose.

16. Card and Bacs Payments

Card and Bacs/international payments are processed via our merchant service provider 'Barclaycard EPDQ'. Transactions are processed externally and securely by Barclaycard EPDQ.

17. Links to Other sites

Our Service may contain links to other sites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

18. Miscellaneous

TC5 Design Limited is controlled, operated and administered entirely within the United Kingdom.

If you are accessing the www.bioem2020.org website from another jurisdiction, please be advised that you are transferring your personal information to TC5 Design Limited in United Kingdom and, by using the website, www.bioem2020.org you consent to that transfer and to abide by the applicable laws concerning your use of the website and your agreements with us.

This statement and the policies outlined in this Privacy Policy are not intended to and do not create any contractual or other legal rights in or on behalf of any third party.

19. Contacting us

If you have any questions about the website www.bioem2020.org, this Privacy Policy or if you would like to request personal data that we may currently hold of yours, please contact info@bioem2020.org or by post at referring to BioEM 2020 to TC5 Design Limited, Unit 2, Avon Park, Thatcham, Berkshire RG19 4AJ