

# **Privacy Statement - LIP/ProtoTera**

## **ProtoTera website managed by LIP**

### **Registration to ProtoTera website, database, calls and events**

Your personal data will be processed for the purposes detailed hereafter. The relevant processing operations are performed by LIP, that also acts as controller on behalf of the ProtoTera Council.

#### **1. What personal data do we process?**

We process the personal data necessary for the organisation and management of the ProtoTera network activities which include: gender (needed for the right title), name, surname, occupation, postal & e-mail addresses, phone number, fax number, and other information provided in the registration forms.

Your name and affiliation may be published on the ProtoTera website unless you opt out in the web form.

#### **2. What are the purposes of processing?**

The purpose of the processing is the organisation and management of the ProtoTera network activities such as calls and events. This includes management of: invitations, contact lists, event participants, reports, distribution of reports, feedback on reports, follow-up actions, drafting minutes, news, publications, competitive calls and presentations.

These processing operations are necessary for the ProtoTera network proper functioning.

There is no automated decision making or profiling based on the personal data.

#### **3. Who has access to your information and to whom is it disclosed?**

The members of the LIP secretariat assigned to ProtoTera will have access to your information as required by the management of the ProtoTera network. For the selected candidates in competitive calls the relevant information may be transmitted to the funding institution upon the written acceptance of the awarded grant.

#### **4. How do we protect and safeguard your information?**

The personal data is processed by LIP respecting network security and data privacy regulations, and following IT best practices. The processing operations abide to the LIP acceptable use policy established for the intended services.

Information might be stored on facilities or servers of external contractors abiding by the necessary data privacy and security provisions.

## **5. Your rights ?**

You have the right to request information about how your personal data is processed, and to request a copy of that data.

You have the right to request that any inaccuracies in your personal data are rectified.

You have the right to request that any incomplete personal data is completed.

You have the right to request that your personal data is erased if there is no longer a justification for processing.

You have the right in certain circumstances to request that the processing of your personal data is restricted, ex. if data accuracy is contested.

You have the right to request a copy of your personal data.

In relation to data provided with consent, you have the right to withdraw consent at any time.

Special attention is drawn to the consequences of a request for deletion, in which case any possibility to be able to contact you or issue certificates of attendance will be lost.

## **6. How long do we keep your data?**

Your personal data will be kept for the minimum period required for legal protection, accounting and fiscal obligations according to the Portuguese law. Data required to issue official certificates (of frequency, attendance etc) will be archived while needed for this purpose. Data not required for the described purposes will be deleted or anonymized within one month.

## **7. Contact Information**

Requests regarding your personal data and its processing can be addressed to: [data.privacy@lip.pt](mailto:data.privacy@lip.pt)

## **8. Recourse**

Under GDPR you have the right to lodge complaints to the Portuguese National Data Protection Authority: [CNPD – Comissão Nacional de Protecção de Dados](#).

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