

CIREC Privacy Policy

Who we are

We are obliged to safeguarding the privacy of our website visitors. This notice applies where we are acting as a controller with respect to the personal data of the visitors of our website.

We use cookies on our website. Except when cookies are strictly necessary for the provision of our website, we will ask your consent to use such cookies. Our cookies policy can be consulted [here](#).

The data processing controllers are:

Association des Ingénieurs électriciens sortis de l'institut électrotechnique Montefiore (AIM), established in Rue des Homes 1, 4000 Liège Belgium, tel: +32 4 222 29 46 ; email: info@aim-association.org
The AISBL in formation CIREC, whose registered in Belgium, tel: +32 4 222 29 46 ; email: m.delville@aimassociation.org

IET Services Limited, Savoy Place, London, WC2R 0BL. Registration Number 909719. IET Services Limited is trading as a subsidiary of the Institution of Engineering and Technology, which is registered as a Charity in England & Wales (no 211014) and Scotland (no SC038698), tel: +44 (0)20 7240 1871 ; email: cired@theiet.org

The IET is Registered as a Data Controller with the UK Information Commissioner's Office - Reference Number: Z7792223

In the remainder of this document A.I.M., IET and CIREC are referred to together as "We" / "Us" / "Our". [Where the context requires, A.I.M., IET and CIREC may also be referred to together below as the "Conference Organisers".]

What do we collect from you?

We collect the following personal data from you: full name, email address, phone number, address, company name, job title.

Why are we collecting your data?

We collect your data on the following legal basis:

- On a contractual basis where you have registered to attend or exhibit at an event or submit a proposal for an event, we need to use your personal data to perform our contractual obligations to you.
- On the basis of our legitimate interest to keep you up to date on similar events of ours you have attended, submitted or exhibited at in the past.
- On the basis of a legal obligation where we need to process your data for legal reasons.
- On the basis of consent we will use your personal data to inform you about our events, communicate with you about CIREC activities and manage invoicing.

We may use your personal data for purposes of:

- Providing you with information that you have requested from us, in relation to events we run or other services we provide
- The administration and organisation of our events, for example, to contact you about an event or conference that you're exhibiting at or attending
- Keeping in contact with you about other similar events or services of ours, that may be interest to you for research purposes after an event you have attended
- Compliance with or abide by legal obligations or requirements

How do we process your data?

Your personal data will be retained as necessary to meet the purpose in line with our Retention Policy. This sets out the criteria we use to determine how long we keep information. When deciding what to retain, we take into account what information we need to best provide you with services, to manage your relationship

with us, meet our statutory and legal obligations and meet our members' and customers' reasonable expectations.

In accordance with article 32 GDPR, IET, AIM and CIRED will implement appropriate technical and organisational measures to ensure that your personal information is not damaged, destroyed, or disclosed to a third party without your permission.

All of the personal data we collect or record will only be used by CIRED organisers and administrators. Only organisers and administrators who need the information to fulfil their duties under this contract are granted access to personal data. We will never share or sell your data to any third parties. If you wish to opt out from receiving communications from us, you can unsubscribe at any time by emailing cired@theiet.org

What are your rights?

Depending on the legal basis, this section summarises the rights you have under the GDPR:

- The right to be informed (art 12-13 GDPR): you have the right to know what data is being collected, how it is used, how long it will be kept and whether it will be shared with third parties
- Right of rectification (art 16 GDPR): you have the right to contact us if any of the information we hold on you is incorrect, to have that data corrected
- The right to be forgotten (art 17 GDPR): in certain circumstances you have the right to ask CIRED to erase the personal data from our records
- The right to restrict processing (art 18 GDPR): you can request that CIRED limits the way we use your personal data
- Right of data portability (art 20 GDPR): you can request that CIRED transfer any data that it holds to another company
- The right to object (art 21 GDPR): in certain circumstances, you have the right to challenge certain types of processing
- You have the right to lodge a complaint about a personal data breach with a supervisory authority, and, if necessary, with a national court

You may contact our Privacy Compliance Officer who can be reached by:

Addressing a letter by post to: Attn: Privacy Compliance Officer, Rue des Homes 1, 4000 Liege, Belgium; or Please e-mail: info@aim-association.org with your requests and questions.

OR

By letter - FAO IET Data Protection Officer, The Institution of Engineering and Technology, Futures Place, Kings Way, Stevenage, Hertfordshire, SG1 2UA, United Kingdom or,
By Email – compliance@theiet.org

Accessing your personal data

You have the right to access your data and to request a copy of the personal data that we keep about you, by making a request in writing to us (art 15 GDPR).

Withdrawing consent

You have the right to withdraw your consent any time and free of charge. The withdrawal of consent shall not affect the lawfulness of processing personal data based on consent before its withdrawal.

About cookies and cookies that we use

We use cookies on our website. Except when cookies are strictly necessary for the provision of our website, we will ask your consent to use such cookies. Our cookies policy can be consulted [here](#)

Changes to our privacy policy

We reserve the right to modify, or otherwise update this privacy policy to take account of best practice at any time. We will notify You of any changes by updating the date that appears above the text of the privacy policy.

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