\*\*\*This example data privacy statement template was prepared in 2021 by CODATA (Committee on Data of the International Science Council) and kindly shared with the DDI Alliance community. The details should be customized to the needs and practices of your specific event. You should pay especial attention to review and edit the highlighted sections.\*\*\*

**[name of event]: Data privacy**

Protecting your privacy before, during and after the [name of event] is important to us. Below you can find information about personal data collected and processed. We process personal data in compliance with EU law (GDPR) and all other legal regulations that may apply.

**Cooperation**

The event is organised by [specify] via [specify] conference platform/in person. [specify] is controller of the data in terms of the GDPR.

Registration details for this event and your personal data are stored on the servers of [specify] Please take note of the data protection notice of the online conference platform provider: [link]

**Registration for the event**

When you register for this event in [specify] the following data will be stored for the logistical and administrative transaction of this event, for inquiries, and for communication on the [specify] conferencing platform.

Necessary data:

* Username
* Full name
* Affiliation / organisation
* Email
* Registration details (e.g. booked sessions)
* …

Optional data:

* Further optional information, such as phone number, or comments shared during the registration process
* Chat messages posted to the online conferencing platform chat.

**Personal data**

The personal data will be used only for the purpose of organizing the event and will be deleted as soon as they are no longer needed for the follow-up of the event.

The conference/workshop will be recorded for the purpose of documentation and communication. Live-streamed sessions and panel discussions will be recorded, but only speakers and panellists will be recorded. Participants will be able to ask questions using the chat function. All other sessions including the poster presentations will be recorded, and participants will be seen and heard in these recordings unless they switch off their camera and audio. The organisers are planning to publish the recordings on [specify] and reserve sharing them on their respective websites and social media accounts. Anyone interested in the symposium can join, but should be aware that s/he may be recorded if the camera and audio settings are activated.

**Emails**

If you provide us with your email address it will be used by the event organisers to only correspond with you in relation to your participation in the event.

**Your rights**

You have the right to demand cost-free access to all personal data held about you. You also have the right to demand that your personal data has to be corrected, blocked or deleted.

You can revoke your consent to the processing of personal data at any time, taking effect from the time of revocation.

**Contact**

The [specify] organiser(s): [name, email]

Online conference platform data protection: