Privacy and privacy information
on Data Management and Data Processing for Participants on the
International Mechatronic Student's Micro-Conference 2019

A privacy notice is a public document from an organization that explains how that organization processes personal data and how it applies data protection principles. **Articles 12**, **13**, and **14** of the **GDPR** provide detailed instructions on how to create a privacy notice, placing an emphasis on making them easy to understand and accessible. If you are collecting data directly from someone, you have to provide them with your privacy notice at the moment you do so.

Topics:

- What data do we collect?
- How do we collect your data?
- How we will use your data?
- How do we store your data?
- What are your data protecting rights?
- How to contact us?

1. **What data do we collect?**
   - Personal information:
     - Name
     - Affiliation (University) (the ERASMUS students are giving their home university)
     - Email address
     - Paper Title

2. **How do we collect your data?**
   - Register online

3. **How we will use your data?**
   - To contact you, regarding organizational issues

4. **How do we store your data?**
   - The organizing committee your pre-entered data (given section 1.) will storing until issuing conference proceedings.

     NOTICE: the proceeding is public, where is your name/ Title of conference paper/your affiliation. ONLY THE SELECTED PAPERS WILL BE PUBLISHED IN CONFERENCE PROCEEDING. The conference proceeding is provided by the international **ISBN** number and through the conference WEBsite will be accessible worldwide.

5. **What are your data protection rights?**
   - the right to *access* – the conference WEBsite is public

- the right to *rectification* - request to correct the inaccurate data
- the right to *erasure* – delete your paper, with all data from the WEBsite of conference
- the right to *use* the conference WEBsite as *the reference* of your paper – you can use the conference proceeding (if your paper will be published in conference proceeding) for proof of your publications. (On individual request the conference proceeding may be **printed**, but this is not free of charges)

6. **How to contact us?**
   - Email, see conference WEBsite

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