

## **PRIVACY POLICY**

IMC Leeds provides this site or app as a Service to its members, attendees, and others. Any Personal Information that we collect through this Service is used for providing and improving the Service. We will not use or share your information with anyone except as described in this Privacy Policy and the IMC Leeds Privacy Policy: <https://www.imc.leeds.ac.uk/policies/privacy/>

If you choose to use our Service, then you agree to the collection and use of information in relation to this policy. IMC Leeds employs third-party companies to design, operate, and maintain elements of this service on our behalf; and those third parties are required to respect and enforce this Privacy Policy.

### **What happens to personal information deliberately entered through this service?**

Access to your information is strictly controlled. We store that information so it is available to IMC Leeds staff who all receive training on data protection. The University of Leeds may employ IT experts from outside of the University to aid with the development of our systems. They may have access to information which is necessary to complete the specific task for which they are appointed. These experts will provide their services in accordance with the strict instructions of the University. In particular, they must respect confidentiality and to the extent they do need to temporarily hold any data, that data must be held securely, strictly used only for the agreed purpose, kept for only as long as necessary and then destroyed.

We will not sell or share your data to third parties for commercial purposes.

We will only display or disclose some of that information to conference attendees and other as described below. In addition to the information you enter about yourself, other people – including IMC Leeds staff, session organizers, and others who know you – may enter your name and email address and other requested information in an effort to include you in a conference or other IMC Leeds activity. With your permission, IMC Leeds may use any of this information to inform you of upcoming conferences and other IMC Leeds events and services that it believes might be of interest to you.

### **Otherwise, when you visit this site...**

We store your IP address, the pages you visited, the date and time of that visit, and other information about your device. We may use this data for forensic purposes and to improve the performance of the system. We may also aggregate that data for internal planning purposes.

### **Other financially or commercially sensitive information**

Please do not submit any financially or commercially sensitive information through this service unless the data entry form clearly identifies it as sensitive information that will be encrypted at rest and that will only be disclosed to the appropriate parties at the right time.

### **Disclosures of conference attendees and other validated users of this service**

To protect the privacy of IMC Leeds's conference participants and other users of this site, we do not post email addresses, phone numbers, or street addresses as part of any program; nor do we share such information with third parties except as described below.

IMC Leeds does want to encourage collaboration among its members, conference attendees, and other users of this service. Therefore, if an attendee or other validated user of this site would like to contact you, this site may at times give them a way to do so such as via direct message, chat, and meeting request features. By using this system that person will reveal their own email address (and, perhaps, other contact information of their choice) to you. They will not be shown your email address or other information unless you explicitly authorize them to see it.

### **Disclosures to exhibitors and other suppliers or marketers**

You can consent through this service to sharing your personal information, including name, email, affiliation, and other personal profile details with exhibitors or other third parties. With your express consent, the system will make your personal details, including name, email address, affiliation, and other personal profile details available to the specified exhibitors, advertisers, or sponsors. If you change your mind and no longer wish to have your information shared in this way, you can opt out by contacting IMC Leeds.

### **Communications**

Any contact details (including email, alternative email, and mobile phone number) which you provide via this service may be used to contact you in relation to your participation in the IMC, as set out in the IMC Privacy Policy: <https://www.imc.leeds.ac.uk/policies/privacy/>

IMC Leeds staff and Confex staff may additionally use these details to reach you urgently.

### **If you add anything to “My schedule”, “My favorites”, or “My contacts” in the meeting app, or if you add notes to those things**

We will store that information on our servers. None of that information will be shared with others unless you explicitly use the sharing features of the application to do so – and in that case it will only be shared with those you choose.

We may use your schedule/favorites/contacts data to generate summary administrative reports for use by IMC Leeds, but those reports will be anonymised .

### **Does this service use cookies?**

Cookies are files that contain information created by a web server that can be stored on a User's computer for use either during a particular session ("per-session" cookie) or for future use ("persistent" cookie). We use cookies and similar local storage methods to control access to much of this service, and to review navigation patterns. Cookies are not used to disseminate significant information about Users over the Internet or to analyze any information that Users have knowingly or unknowingly provided. If you disable the use of cookies by this service, you might find that some of the expected functions of the service either do not work or do not work well.

### **What privacy issues arise with links to other sites?**

This service might contain links to other web sites. We have no control over and are therefore not responsible for the privacy policies or content of such sites.

### **Children’s Privacy**

This Services is not intended for use by anyone under the age of 18, and we do not knowingly collect personally identifiable information from or about children under 18. If such information is discovered in the system, we immediately delete it from the Service to the extent possible. If you are a parent or guardian, and you discover such information through this service, please contact us so that we can take the necessary actions.

**What means of redress are available?**

If you have any concerns about the way your personal information is managed by this service, please contact us as described above, or call (+1) 401-334-0220 and ask for the IMC Leeds Data Protection Officer.

You may also contact the University of Leeds Data Protection officer for further information: [dpo@leeds.ac.uk](mailto:dpo@leeds.ac.uk)