



Privacy policy

epi is strongly committed to protecting your privacy and the personal data you provide when participating in events and has put in place data protection rules with the aim of ensuring best practice when your personal data. This privacy statement tells you what information we collect about you through it, the purpose for which we collect that data and how we do so.

Why does **epi** collect certain personal data?

epi collects and processes personal data only to the extent necessary to provide services or content you have requested.

What information does **epi** collect about you?

You can book your participation at events on our website. To fulfil the order, we process the following data: surname, first name, membership status, membership number, email address, phone number, billing address, EQE-Knowledge (optional). We require your email address to inform you of the status of the process.

What does **epi** use this information for and on which legal basis?

Your data could be processed based on concluded contract, insofar as your participation in the event is necessary for the performance of a contract concluded with you. The same applies if the implementation of the event is necessary for the implementation of pre-contractual measures that take place at your request.

With whom does **epi** share this information and why?

As a matter of principle we do not transfer your data to third parties. We will only pass on your data to third parties if the data is intended to be passed on, if you have expressly consented to the transfer in advance or if we are obliged or entitled to do so by law.

The personal data is disclosed, on a need-to-know basis, to the following recipients:

- For the purposes of implementation of the event, it will be shared with the **epi** staff.
- **epi**'s third party providers for service maintenance and support services as for example Individual participants' contact details may also be shared with our IT provider MicroVation GmbH, if necessary for technical support.
- When registering for the event, your personal data (last name, first name, country, city and email address) will be passed on to the European Patent Office, as the event is held via an online platform of the EPO and this is necessary for the event to be held. The event is also interactive and includes a test. The test will be evaluated by **epi** and if you have passed the training, your personal data will be used to create a certificate.
- We pass on the necessary data to the instructing bank for the fees to be paid. If you choose to pay using PayPal, the details are shared with PayPal. You may also pay using a credit card or by bank transfer.

If payment services are needed for making payment (PayPal), we will forward your data to the chosen service provider: PayPal. The privacy policy of PayPal (Europe) S.a.r.l. et Cie, S.C.A., 22-24 Boulevard Royal, L-2449 Luxembourg can be found at the following link: <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>.



How long does epi store the personal data?

We process and store your data only as long as it is necessary for the purposes for which it was collected. In the case of legal storage obligations, deletion will only be considered after the expiry of the respective storage obligation.

Your rights as the data subject and our contact details

As **epi** commits to ensure the highest level of data protection the members have following rights:

Right of access: members have the right to request confirmation as to whether or not their personal data is being processed, and, where that is the case, to request access to the personal data and information such as the purposes of the processing or the categories of personal data concerned.

Right to rectification: members have the right to request the correction of inaccurate personal data and where necessary, the completion of incomplete personal data.

Right to restriction of processing: members have the right to request **epi** to restrict the processing of their personal data under certain circumstances e.g. if you have submitted your objection to processing, for the duration of any verification.

Right to erasure: Members have the right to request erasure of personal data without undue delay under certain circumstances, e.g. if their personal data is no longer necessary for the purposes for which it was collected or if their personal data has been unlawfully processed.

Right to object: If data are collected on the basis of data processing for the purposes of legitimate interests, you have the right to object to the processing at any time for reasons that arise from your particular situation.

Controller:

epi, Bayerstrasse 83, 80335 Munich, Germany, is responsible for data collection and processing.

You can assert your data protection rights here: Petra Zimmermann, **epi** Secretariat, Bayerstrasse 83, 80335 Munich, Germany, Tel: +49 89 242052-0, Fax: +49 89 242052-220, info@patentepi.org.

Our data protection officer will be pleased to answer any queries and address any concerns you may have on all matters relating to data protection: datenschutz süd GmbH, E-Mail: office@datenschutz-sued.de, Phone: +49 931 30 49 76 0.