

Insight-Outside privacy policy for processing data

6th Global Forum on TB Vaccines – Toulouse 2022

INSIGHT OUTSIDE SAS,

domiciled at 39 chemin du Vieux Chêne, 38240 Meylan / France

and represented by Eric LOISY, the Managing Director

carries out, on behalf of his client, the operations relating to processing of personal data defined hereinafter.

In the framework of their contractual relationships, the parties shall comply with the prevailing regulations applicable to the processing of personal data and, in particular, the regulation (EU) 2016/679 of the European Parliament and of the Council of April 27th 2016 applicable as from May 25th 2018 (hereinafter: “**the European data protection regulation**”).

Insight Outside is authorised to process, on behalf of the processing manager, the personal data required to provide the following service or services:

- Management of call for abstract
- Management of registrations
- Organisation of e-mailing campaigns

The type of operations carried out on data is:

- Registration of data in the back office of the event management platform

The processing aims are or can be as follows:

- Abstract submission,
- Registration of participants in the event,
- Preparation of invoices,
- Reservation of meals, accommodation, transport and excursions,
- Creation of badges,

- Preparation of attendance certificates,
- Preparation of the list of participants to tick them off as they arrive,
- Preparation of the online event platform.

The personal data processed are:

- Last and first names,
- Professional address,
- Titles and function,
- Telephone details,
- E-mail address,
- Special diets.

The categories of people concerned are:

- Participants,
- Speakers,
- Sponsors and exhibitors,
- Organisers.

Insight Outside :

1. processes data **solely for the only purpose or purposes** of the subcontracting
2. processes data **according to the documented instructions** of the processing manager stated in the appendix to this contract. Should the subcontractor consider that an instruction constitutes a breach of the European data protection regulation or of any other provision of Union law or Member State law relating to data protection, he shall **immediately inform** the processing manager. Moreover, should the subcontractor be required to transfer data to a third country or an international organisation, under the Union law or the law of the Member State to which he is subject, he shall inform the processing manager of this legal obligation prior to processing, unless the law in question forbids such information on major public interest grounds.

3. **guarantees the confidentiality** of the personal data processed in the framework of this contract
4. ensures that the **people authorised to process personal data** under this contract:
 - undertake to comply with confidentiality or are subject to an appropriate legal obligation of confidentiality
 - receive the necessary training in terms of personal data protection
5. takes into account, as concerns its tools, products, applications and services, the principles for **protection of data as from the design stage** and for **protection of default data**

Right to information of the people concerned:

The subcontractor, at the time of data collection, shall provide the people concerned by the processing operations with the information relating to the data processing he carries out. Information formulation and format must be agreed on with the processing manager prior to data collection.

Exercise of people's rights:

The subcontractor shall answer, in the name and on behalf of the processing manager and within the deadlines stipulated by the European data protection regulation, the requests of the people concerned in the event of exercise of their rights when these data fall within the subcontracting covered by this contract.

Security measures:

We implement the following security measures:

- the means allowing guarantee of constant confidentiality, integrity, availability and resilience of the processing systems and services;
- the means allowing restoration of availability of personal data and access to the same in a timely manner in the event of a physical or technical incident;

- a procedure aimed at testing, analysing and assessing regularly the effectiveness of the technical and organisational measures for guaranteeing security of processing.

The data protection delegate is:

Mr Eric LOISY, Director of INSIGHT OUTSIDE SAS as per article 37 of the European data protection regulation.

For further information about **Insight-Outside privacy policy for processing data regarding the 6th Global Forum on TB Vaccines – Toulouse 2022**, please contact contact@6globalforum.inviteo.fr