

# Detailed description of how we process your personal data

In order for you to be able to participate in a congress or conference administered by MEETX, you, as a participant, need to provide us with some personal data. If you do not share the necessary personal data, we cannot fulfil your registration for participation in the congress or conference or fulfil our contract with you.

If you provide special categories of personal data, e.g. health data or if the processing could reveal matters such as religious or philosophical beliefs or political opinions that have manifestly not been made public by you, we have to get your explicit consent to the processing. If you do not provide us with this personal data we will, for instance, be unable to provide food, accommodation or assistance appropriate for your needs, or to register you for activities where the processing of your personal data may reveal information about you as set out in the introduction to this section.

If you do not provide the information necessary for processing, where the legal basis is your consent, we will not be able to process your personal data for the relevant purpose.

Below you can read more about why we process your personal data, what categories of data we process, and what the legal basis for processing is. You can also read about how long we save your personal data.

<b>In order to administer your participation (as a participant, organisation committee, speaker or exhibitor)</b>			
<b>For what purposes do we process your personal data?</b>	<b>What personal data do we process?</b>	<b>What is the legal basis for processing?</b>	<b>How long do we process your personal data for the stated purpose?</b>
To receive and administer registration of your participation, send confirmation and supply your visitor badge.	Name, organisation, telephone number, e-mail address and postal address.	The processing is necessary for the performance of our contract with you.  If MEETX enters into a contract with the company or organisation you represent, instead of with you, the legal basis for processing is our legitimate interest in managing your personal data in order to fulfil our contract with the company/organisation	The data is processed from the date of registration until the congress or conference is finished.

<p>To provide the right food.</p>	<p>Name, information on any special dietary requirements and allergies.</p>	<p>The processing is necessary for the performance of our contract with you.</p> <p>If MEETX enters into a contract with the company or organisation you represent, instead of with you, the legal basis for processing is our legitimate interest in managing your personal data in order to fulfil our contract with the company/organisation .</p> <p>If you provide us with sensitive personal data, we process this, subject to your explicit consent.</p>	<p>The data is processed from receipt of registration of your participation until the congress or conference is finished.</p>
<p>If you ask us to book accommodation for you or you book accommodation via us: To book and administer your accommodation.</p>	<p>Name and contact details, as well as any requirements concerning accessibility.</p>	<p>The processing is necessary for the performance of our contract with you.</p> <p>If MEETX enters into a contract with the company or organisation you represent, instead of with you, the legal basis for processing is our legitimate interest in managing your personal data in order to fulfil our contract with the company/organisation .</p> <p>If you have provided information regarding needs related to accessibility that may reveal something about your health, we process this data,</p>	<p>The data is processed from receipt of registration of your participation until the congress or conference is finished.</p>

		subject to your explicit consent.	
If you use our travel service: To book your travel.	Name, date of birth and contact details, as well as any requirements concerning accessibility.	<p>The processing is necessary for the performance of our contract with you.</p> <p>If MEETX enters into a contract with the company or organisation you represent, instead of with you, the legal basis for processing is our legitimate interest in managing your personal data in order to fulfil our contract with the company/organisation .</p> <p>If you have provided information regarding needs related to accessibility that may reveal something about your health, we process this data, subject to your consent.</p>	The data is processed from receipt of registration of your participation until the congress or conference is finished.
To administer your registration for activities during the congress or conference.	Name and contact details.	<p>The processing is necessary for the performance of our contract with you.</p> <p>If MEETX enters into a contract with the company or organisation you represent, instead of with you, the legal basis for processing is our legitimate interest in managing your personal data in order to fulfil our contract with the company/organisation .</p>	The data is processed from receipt of registration until the congress or conference is finished.

		If your registration involves the processing of sensitive personal data, the legal basis is your explicit consent.	
To collect, administer and publish in programmes/abstracts you have submitted to us.	Name and contact details.	The processing is necessary for the performance of our contract with you.	The data is processed from the time you sent your scientific abstract to us until the congress or conference is finished.
To make available a list of participants.	Name and contact details.	Our legal basis for the processing follows from our legitimate interest in making available a list of registered participants in order to create opportunities to make new contacts.	The data is processed by us from receipt of registration of your participation until the congress or conference is finished.
Invoicing or card payment for participation.	Name, e-mail address, postal address, mobile number, invoice address and corporate ID number.	The processing is necessary for us to be able to take payment and thus the performance of our contract with you.  If MEETX enters into a contract with the company or organisation you represent, instead of with you, the legal basis for processing is our legitimate interest in managing your personal data in order to fulfil our contract with the company/organisation, and to be able to take payment for your participation.	The data is processed from receipt of registration of your participation until the congress or conference is finished and payment has been made.
To comply with accounting legislation.	Historical data regarding completed payments, transactions, etc. that constitute accounting records.	The processing is necessary to comply with compulsory legislation, i.e. the Swedish Bookkeeping Act.	The data is stored for seven to eight years in accordance with the Swedish Bookkeeping Act.

To be able to deal with potential or actual complaints or legal claims.	Name, e-mail address, postal address, information on your participation in the congress.	The processing is necessary for our subsequent legal obligations to handle complaints and to enable a defence against legal claims.	The data is stored for two years from the end of the congress or conference or as long as the complaint or the legal claim is in progress.
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<b>In order to evaluate a completed congress or conference</b>			
<b>For what purposes do we process your personal data?</b>	<b>What personal data do we process?</b>	<b>What is the legal basis for processing?</b>	<b>How long do we process your personal data for the stated purpose?</b>
In order to send and remind you of an evaluation questionnaire regarding the congress or conference in which you participated.	E-mail address and/or mobile number.	Our legal basis for the processing follows from our legitimate interest in being able to evaluate the implementation of the congress or conference in order to organise even better congresses or conferences in the future.	The data will be processed for three months from the end of the congress or conference.
In order to compile statistics based on the evaluation questionnaire.	Name, contact details and any other information you provide when you complete the evaluation.	Our legal basis for the processing follows from our legitimate interest in being able to evaluate the implementation of the congress or conference in order to organise even better congresses or conferences in the future.	The data will be processed for three months after you complete the evaluation questionnaire.

<b>In order to inform you of and invite you to future congresses or conferences</b>			
<b>For what purposes do we process your personal data?</b>	<b>What personal data do we process?</b>	<b>What is the legal basis for processing?</b>	<b>How long do we process your personal data for the stated purpose?</b>
In order to receive the membership list you are registered in and/or participant lists from previous congresses or conferences you have participated in.	Name, contact details and history of previous participation in congresses or conferences.	Our legal basis for the processing follows from our legitimate interest in being able to invite you, as someone registered in the membership lists or participant lists, to future congresses or conferences administered by MEETX.	The data will be processed from the time we receive the data until we have sent out the invitation to any future congress or conference, although for no longer than two years from the time your data was collected.
In order to share your contact details with other organisers of similar congresses or conferences.	Name, contact details and history of previous participation in congresses or conferences.	Our legal basis for the processing follows from our legitimate interest in sharing the participant list with the organiser of the congress or conference next time it is held.	The data will be processed from the time the congress or conference you participated in ends until it is organised next time, although for no longer than two years from your participation.
In order to send information on and invite you to participate in a congress or conference that you participated in when it was last organised or that is similar to the one you participated in.	Name, e-mail address and information on previous participation in congresses or conferences.	Our legal basis for the processing follows from our legitimate interest in providing you with relevant information about future congresses or conferences that may be of interest to you.	<p>The data will be processed for marketing purposes from the time you participated in a congress or conference until the next time it is arranged or a similar congress or conference is arranged.</p> <p>Processing for marketing purposes is also permitted, subject to your consent.</p> <p>If you object to marketing from us, we will discontinue the processing and you will no longer receive any mailings from us.</p>