



## INTERNATIONAL UNION OF BIOCHEMISTRY & MOLECULAR BIOLOGY

# PRIVACY POLICY

### 1. INTRODUCTION

Welcome to the IUBMB's privacy notice.

IUBMB respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we may collect and use your personal data when you visit our website [www.iubmb.org](http://www.iubmb.org) (regardless of where you visit it from). By visiting our Platforms, registering for an Account with us or using our services as may be applicable, you acknowledge that we shall be processing your personal data in accordance with this Privacy Policy. You may have provided your consent to our processing when you have provided your information to us, such as when you requested our newsletter or registered for an Account. Please refer to the Glossary (section 9) for the meaning of some of the terms used herein.

### 2. PURPOSE OF THIS PRIVACY NOTICE

This privacy notice aims to provide information on how IUBMB collects and processes your personal data through your use of our website, including any data you may provide through the website when you sign up to become a "Friend of IUBMB" in order to receive the IUBMB Newsletter and notices of upcoming events and opportunities.

The website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

### 3. ABOUT US

IUBMB is the controller and responsible for your personal data. We are a Registered Charity (RSIN 806945138) with legal domicile in the Municipality of Amsterdam in the Netherlands (c/o M.J. Meijer Notarissen N.V., Keizersgracht 695-699, 1017 DW Amsterdam, The Netherlands). For more information about us, please visit [www.iubmb.org](http://www.iubmb.org).

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below.

#### Contact details

**Full name of legal entity:** International Union of Biochemistry and Molecular Biology

**Name or title of data privacy manager:** Prof. M. Iqbal Parker, IUBMB General Secretary

**E-mail address:** general.secretary@iubmb.org

**Postal address:** Biochemistry and Structural Biology, Department of Integrative Biomedical Sciences, Faculty of Health Sciences, University of Cape Town, Falmouth Building (North), Anzio Road, Observatory 7925, Cape Town, South Africa

**Telephone number:** +27-21-406-6259

### **Changes to the privacy notice and your duty to inform us of changes**

We may make changes to this Privacy Policy from time-to-time. We will post any changes to our Platforms, or notify you of any material changes by e-mail. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **Third-party links**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **4. THE DATA WE COLLECT ABOUT YOU**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

### **Information that you provide**

We will collect any information that you provide to us when you register for or are provided with an Account with us, provide us with your details by post, e-mail or telephone, or subscribe to our mailing lists. This information might include your name, password, address, e-mail address, phone number, age or date of birth, gender, nationality, research interests and/or position, or similar such information.

If you are applying to attend events such as the IUBMB Congress, an IUBMB Focused Meeting or Advanced School, or applying for or receiving IUBMB funding (including Wood-Whelan Research Fellowships, Mid-Career Research Fellowships and Young Scientists Support), we may also collect information to enable your application to be assessed or to determine and process payments. Such information may include your academic and work history (or CV), references, ORCID identifier, bank and invoicing details, travel documents, marital status and number of dependants, and any other such similar details as may be required.

From time-to-time we might also ask if you would be willing to participate in our surveys; if you agree, we will also collect any information that you provide as part of that survey.

You may provide information to us at our events such as the IUBMB Congress if, for example, you complete any forms provided to you at such events.

### **Information we collect about you**

We may collect any information contained in any correspondence between us. For example, if you contact us using a contact form or by e-mail or telephone, we may keep a record of that correspondence.

We will collect information that you upload or post to your Account and/or any correspondence or interactions

that you may have with other Account holders via our Platforms.

We will also collect certain information about how you use the Platforms and the device that you use to access the Platforms. This might include your IP address, geographical location, device information (such as your hardware model, mobile network information, unique device identifiers), browser type, referral source, length of visit to the Platforms, number of page views, the search queries you make on the Platforms and similar information. This information may be collected by a third-party website analytics service provider on our behalf and/or may be collected using cookies.

We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

#### **Information we receive from third parties**

We may receive information about you from third-party providers. For example, you may choose to register for an Account via third-party social media services such as Facebook or LinkedIn. By registering in this manner you are authorising that third-party service provider to share with us certain information about you.

We may also use third-party providers to verify information provided by you via your Account, including via any Contributions. For example, we may use ORCID and/or any other third-party databases or websites to confirm your CV or publication history.

We may receive information about you from third parties that are referring you to IUBMB. For example, your colleague or institutional contact may be required to provide us with information about you if they are registering for an Account or event on your behalf, or if they are providing your details as their referee. If you are such a colleague or contact, you warrant that you have obtained the necessary consent to share this information with us.

#### **If you fail to provide personal data**

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with services). In this case, we may have to cancel a service you have with us but we will notify you if this is the case at the time.

#### **How we use your personal data**

You agree that we may use your information for the following purposes:

- to provide you with access to the Platforms;
- to provide you with details about your Account;

- to enable receipt, review, and processing of event registrations and event submissions such as abstracts, and applications for funding (including for Advanced Schools, IUBMB Wood-Whelan Research Fellowships, Mid-Career Research Fellowships and Young Scientists Support);
- to keep in contact with you about IUBMB news, events and new Platform features or services that we believe may interest you, where you have asked us to do so and provided that you don't opt out of receiving such communications;
- to share your information with selected third parties, such as IUBMB Congress organizers or Advanced School organizers to enable them to contact you with information about the event or any services for which you have registered;
- to provide customer service and support, deal with enquiries or complaints about the Platforms and our services;
- to improve our Platforms and to ensure that content from our Platforms is presented in the most effective and optimal manner;
- to carry out aggregated and anonymized research about general engagement with our Platforms and the products and services it makes available;
- to protect, investigate, and deter against fraudulent, unauthorized, or illegal activity, including without limitation plagiarism and identity fraud;
- to comply with our policies, procedures and legal obligations; and
- to enable us to enforce our legal rights.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- where we need to perform the contract we are about to enter into or have entered into with you;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; and
- where we need to comply with a legal or regulatory obligation.

### **Who we might share your information with**

You agree that we can share your personal information with:

- any affiliates or selected third parties that we work with, where necessary for the purposes of delivering to you the Platforms or any services associated with them (including, for example, hosting or operating the Platforms, website analytics, delivering marketing communications where you have requested to receive these, reviewing applications, organizing events such as the IUBMB Congress, IUBMB Focused Meetings and Advanced Schools, including publishing your name in delegate lists in booklets, apps or other event platforms, unless you ask for this to be removed), providing fraud and plagiarism detection services and payment services;
- other Account holders, where required for the purpose of enabling communication between Account holders;

- any selected third party that you consent to our sharing your information with for such third party's marketing purposes;
- any prospective seller or buyer of our business or assets, only in the event that we decide to sell or buy any business or assets; and
- any other third parties (including regulatory authorities, courts and government agencies) where necessary to enable us to enforce our legal rights, or where such disclosure may be permitted or required by law.

We require third parties to maintain appropriate security to protect your information from unauthorized access or processing.

## **5. COOKIES**

We use cookies to ensure that you get the most out of our Platforms. Cookies are small amounts of information in the form of text files which we store on the device you use to access the Platforms. Cookies allow us to monitor your use of the software and simplify your use of the Platforms. For example, a temporary cookie is also used to keep track of your "session". Without that temporary cookie (which is not stored after you quit your browser) you would have to log on every time you access a new page.

If you do not wish for cookies to be installed on your device, you can change the settings on your browser or device to reject cookies. For more information about how to reject cookies using your internet browser settings please consult the "Help" section of your internet browser (or alternatively visit <http://www.aboutcookies.org>). Please note that, if you do set your Internet browser to reject cookies, you may not be able to access all the functions of the Platforms.

Our Platforms may contain content and links to other websites that are operated by third parties that may also operate cookies. We don't control these third-party websites or cookies and this Privacy Policy does not apply to them. Please consult the terms and conditions and privacy policy of the relevant third-party websites to find out how that website collects and uses your information and to establish whether and for what purpose they use cookies.

## **6. HOW WE LOOK AFTER YOUR INFORMATION AND HOW LONG WE KEEP IT FOR**

We use appropriate technological and operational security measures to protect your information against any unauthorised access to or unlawful use.

We will retain your information for as long as is necessary to provide you with the services that you have requested from us or for as long as the law otherwise permits.

Unfortunately, the transmission of information over the internet is not always completely secure. Although we do our best to implement measures to protect your information from unauthorized access, you acknowledge that we cannot always guarantee the security of information that you send over the internet to IUBMB.

## **7. INTERNATIONAL TRANSFERS OF YOUR INFORMATION**

IUBMB is registered in the Netherlands. We also engage third parties and affiliates around the world to assist us in providing our Platforms and services to you, such as by providing IUBMB Congress administration, reviewing funding applications and hosting and IT services and servers.

In circumstances where your information may be processed outside of the UK or European Economic Area (EEA), we will take all steps necessary to ensure that any of your information is adequately protected and processed in accordance with this Privacy Policy, including but not limited to by using all appropriate cross-border transfer solutions such as the European Commission's Standard Contractual Clauses.

## 8. YOUR RIGHTS TO THE INFORMATION WE HOLD ABOUT YOU

You have certain rights in respect of the information that we hold about you, including:

- the right to ask us not to process your personal data for marketing purposes;
- the right to request access to the information that we hold about you; and
- in certain circumstances, the right to ask us to stop processing information about you.

You may exercise your rights above by contacting us using the details provided in section 3 of this Privacy Policy, or in the case of preventing processing for marketing activities also by checking certain boxes on forms that we use to collect your data or by managing the privacy settings in your Account.

Please note that we may need to retain certain information for our own record-keeping and research purposes. We may also need to send you service-related communications relating to your Account even when you have requested not to receive marketing communications.

## 9. GLOSSARY

**“Account”** means a registered account which enables you to book events, make Contributions and otherwise use those parts of our Platforms restricted to Account holders.

**“Contribution”** means any submissions, edits, information or data (in any form) you make available via your Account including without limitation uploading of any articles, posters or abstracts.

**“Platforms”** includes [www.iubmb.org](http://www.iubmb.org) and other websites, desktop and mobile applications owned or operated by us.

**“you”** and **“your”** means you, the person visiting the Platforms, registering for an Account with us or otherwise using services on the Platforms.

**“we”, “us”** and **“our”** means IUBMB.