We (CYIM) collect, use, analyse, transmit, delete (etc.) your personal data as part of our professional activity.

This allows us in particular to manage and secure the accesses to our tools and applications for our users.

**Personal data:** these are your last name, first name, IP address, navigation data, email address, phone number etc.

This exploitation is subject to a regulation that implies:

- **Obligations at our expense**
- **Rights for you**

It allows us to explain you:

1. **Our engagements** with your data.
2. **How we are using** your data.
3. **What are your rights** on your data.

Go to: Data Use Policy, what does it mean? - Our engagements? - What are your rights?
1 / WHAT ARE OUR ENGAGEMENTS REGARDING YOUR DATAS?

**REFERENCE**
We have appointed a **person** in charge of monitoring compliance with your rights and our obligations.

It is your privileged **point of contact** for all questions relating to personal data.

Get in touch [here](#).

**SPECIFIC OBJECTIVES**
We collect and use your data to fulfil **specific purposes**.

We **inform** you of these objectives.

Your data is used **exclusively** for these purposes.

**LIMITED COLLECTION**
We only collect data that is **necessary and relevant** to our goals.

We do not collect **any sensitive data** (e.g., data related to health, religion, political opinions etc.).

**IDENTIFIED RECIPIENTS**
We have **precisely identified** the people to whom we communicate your data (e.g., our technical service providers) in order to be able to control them on this point.

We have concluded **agreements** with these people to secure your data.

**LIMITED CONSERVATION**
We keep your data for a **limited and reasonable period**, in particular with regard to the objectives pursued or any legal obligations.

At the end of this period, your data will be **returned to you or deleted**.

**SECURED DATAS**
We have put in place **organizational and technical measures** to protect your digital and paper data against any destruction, theft, alteration, unauthorized access and / or disclosure.

For more information, contact us at [dataprivacy@cyim.com](mailto:dataprivacy@cyim.com).

Go to: [Data Use Policy, what does it mean?](#) - [Our engagements?](#) - [What are your rights?](#)
## 2 / WHAT DO WE DO WITH YOUR DATA?

<table>
<thead>
<tr>
<th>WHY Are we using your data?</th>
<th>WHAT data do we use?</th>
<th>WHAT is the legal basis of this collection?</th>
<th>FROM WHERE Does your data come from?</th>
<th>WHO Is using your data?</th>
<th>HOW LONG are your data kept?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management of user access to CYIM tools via the centralized authentication system &quot;MY ACCOUNT&quot;</td>
<td>Surname, first name, personal email address our professional email address</td>
<td>CYIM's legitimate interest: to allow simplified management of Users' access to its tools.</td>
<td>CYIM and its service providers</td>
<td>As long as the User participates in events of CYIM's client(s) and then 5 years from his last participation.</td>
<td></td>
</tr>
<tr>
<td>Management of incident tickets</td>
<td>Surname, First name, Contact email address, object of the request</td>
<td>CYIM's and our clients legitimate interest : Allow optimal use of its tools and the smooth running of the services entrusted to it by the customer.</td>
<td>CYIM and its service providers</td>
<td>During CYIM's commercial relationship with the customer(s) to which the User reports. Then 5 years in intermediate archiving from the end of this commercial relationship.</td>
<td></td>
</tr>
</tbody>
</table>

Go to: Data Use Policy, what does it mean? - Our engagements? - What are your rights?

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1 We are likely to keep certain data longer in order to meet our legal or regulatory obligations, and in order to allow us to exercise or demonstrate a right.
**Autocompletion system (sites for submitting scientific abstracts / electronic posters)**

The person who has submitted a contribution on the submission site and who, to inform the Author or Co-Authors of said contribution, begins to type the names / first names of the latter, will be offered, thanks to an autocompletion system, a list of Authors / Co-authors already filled in, according to the letters they typed.

<table>
<thead>
<tr>
<th>Data provided directly by the Author or by the Co-author or Data communicated by another co-author.</th>
<th>Legitimate interest of CYIM and its customers:</th>
<th>CYIM and its service providers.</th>
<th>As long as CYIM is required to keep the Personal Data of the Author and / or Co-Author on behalf of its client.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname(s), first name(s), Professional contact information</td>
<td>Allow better functioning of the tool by guaranteeing in particular a single orthography per informed person (and therefore a better quality of the client’s event program).</td>
<td>CYIM’s legitimate interest: saving time for CYIM and for speakers who do not need to be photographed at each congress they attend to illustrate the program.</td>
<td>5 years from the collection of the photograph, then deletion.</td>
</tr>
</tbody>
</table>

**Reuse of Personal Data of Participants in the context of other events in which these people participate and during which CYIM operates**

<table>
<thead>
<tr>
<th>Photography</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly from the speaker or data communicated by the CYIM Customer.</td>
<td></td>
</tr>
</tbody>
</table>

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In some cases, your data may be accessible and / or stored in countriesoutside the European Union.

We have taken care to precisely **identify** these transfers and to **protect** them by taking all necessary measures in this direction, in accordance with the regulations in force.

For more information, contact us at [dataprivacy@cyim.com](mailto:dataprivacy@cyim.com).
### I CAN ACCESS MY DATA

I have the right to know **if CYIM uses data concerning me.**

I have the right to know **what data it is.**

I have the right to know **how CYIM uses my data.**

### I CAN ASK FOR DATA RECTIFICATION

At my request, CYIM must **rectify** any data about me which is inaccurate.

CYIM must **complete** all data about me which is incomplete.

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### I CAN REMOVE MY CONSENT

CYIM is using my data because I authorized it.

In this case, I have the right to **withdraw my consent at any time, upon written request.**

### I CAN OBJECT TO THE USE OF MY DATA

CYIM uses my data without my consent.

If it is done **for prospecting and profiling purposes**, I can **refuse** this use at any time, **without any conditions.**

Apart from these cases, I can **refuse** that CYIM uses my data, **under certain conditions.**

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### I CAN ASK FOR MY DATA TO BE DELETED

I have the right to have CYIM **delete** all data about me, **under certain conditions.**

### I CAN ASK FOR THE USE OF MY DATA TO BE SUSPENDED

I can ask CYIM to **temporarily freeze** the use of my data in the event of a dispute.
I CAN ASK FOR MY DATA TO BE RETURNED TO ME

CYIM uses my data because I have authorized it or as part of the execution of a contract.

I have the right to retrieve the data I have provided to CYIM in a readable and structured format.

I can ask CYIM to send my data to the person of my choice.

I CAN ORGANIZE THE FATE OF MY DATA IN THE EVENT OF DEATH

I have the right to give instructions regarding the storage, erasure and communication of my data after my death.

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I HAVE THE RIGHT TO LODGE A COMPLAINT TO THE CNIL

I can contact the CNIL:

At address 3 Place de Fontenoy
TSA 80715 - 75334 PARIS CEDEX 07

By calling the private individuals service on +33 1 53 73 22 22

Via the complaints teleservice https://www.cnil.fr/fr/plaintes/

For more information, contact us at dataprivacy@cyim.com.

Go to: Data Use Policy, what does it mean? - Our engagements? - What are your rights?
HOW TO EXERCISE MY RIGHTS?

To exercise your rights over your data, it's very simple, you just need to contact CYIM and its Personal Data Protection Office:

By post: CYIM, Référent protection des données, 46D Rue Louis Kerautret Botmel, 35200 Rennes

By email: dataprivacy@cyim.com

By phone: +33 2 99 22 83 40

We will process your request as soon as possible!

We draw your attention to the fact that if it is not possible for us to verify your identity otherwise, we will be obliged to ask you for proof of identity. However, the retention period of this document is also limited.