

Privacy Notice for Event Registration and Attendance

Recordati Rare Diseases Meeting Privacy Notice

Privacy Notice for Attendees

Recordati Rare Diseases UK Limited ("Recordati", "we", "us" or "our") is committed to protecting your personal data and respecting your privacy.

This Privacy Notice explains how we collect, use and protect the personal data you provide when registering for and attending our educational meeting. The registration process includes the collection of contact details, professional information and, where applicable, dietary, accessibility and accommodation requirements.

1. Who is responsible for your personal data?

The data controller for your personal data is:

Recordati Rare Diseases UK Limited
Breakspear Park
Breakspear Way
Hemel Hempstead
HP2 4TZ
United Kingdom

If you have any questions regarding this Privacy Notice or the processing of your personal data, please contact:

Groupdpo@recordati.com

2. What personal data do we collect?

We may collect and process the following information:

- Name
- Professional title or role
- Organisation, institution or hospital
- Professional address
- Email address
- Telephone number
- Event registration details
- Travel and accommodation requirements, where applicable
- Dietary requirements, where applicable

- Accessibility requirements, where applicable

Some dietary and accessibility requirements may reveal information about your health and therefore may constitute special category personal data.

3. Why do we process your personal data?

We process your personal data to:

- Register and manage your attendance at the event
- Communicate with you regarding the event
- Arrange travel, accommodation and event logistics where applicable
- Cater for any dietary or accessibility requirements
- Meet legal, regulatory and compliance obligations applicable to Recordati
- Maintain records relating to educational events and HCP engagements

4. Legal basis for processing

We process your personal data on the basis that:

- Processing is necessary for our legitimate interests in organising and administering the event
- Processing is necessary to comply with our legal and regulatory obligations
- Where dietary or accessibility information is provided, processing is necessary to facilitate your attendance and ensure appropriate arrangements are made

5. Who do we share your information with?

Your personal data may be shared with:

- Employees within the Recordati group who are involved in organising and administering the event
- Third-party event management agencies acting on our behalf
- Hotels, venues, travel providers and other service providers where necessary to facilitate your attendance
- Regulatory authorities or other parties where disclosure is required by law

The registration website and registration process may be administered by third-party service providers acting on behalf of Recordati.

6. International transfers

Where personal data is transferred outside the UK, Recordati will ensure that appropriate safeguards are implemented in accordance with applicable data protection laws.

7. Retention

We will retain your personal data only for as long as necessary to:

- Organise and administer the event

- Comply with legal, regulatory and compliance requirements
- Respond to any related enquiries, audits or investigations

Thereafter, your personal data will be securely deleted or anonymised.

8. Your rights

Subject to applicable law, you may have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your personal data
- Object to or restrict certain processing
- Request portability of your personal data
- Lodge a complaint with the relevant supervisory authority

9. Contact us

If you have any questions regarding this Privacy Notice or how your personal data is processed, please contact:

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