

How ESICM processes/ uses personal data

- To process an application for a **Fellowship or Membership** of an ESICM Working Group or Committees.
- To process an application for an **ESICM Award or Fellowship**.
- To process a registration for an **ESICM congress, meeting, course and other event** (either at a physical location or online). **Congress badges, online access to courses, etc. and certificates of attendance** also require the nominative information supplied.
- When handling attendance at a social event at an ESICM congress, meeting or other event.
- To process registration(s) or hotel request(s) for another person(s) if you are acting on behalf of a third party or parties.
- When handling **scientific programme activities** in connection with ESICM congresses and meetings. These include abstract submission and grading process, speaker and chairperson management, handling of agreement forms, preparation of the scientific programme, presentation management onsite, and publication of the scientific content on the ESICM website.
- To process a **subscription to an ESICM journal** (whether delivered to you in paper form or accessed online) and to handle your online access of its contents.
- When handling **specific processes for ESICM leadership and volunteers representing the ESICM**, including hotel accommodation, expense claims and Declarations of Conflicts of Interest.
- To manage **access to and the use of special packages, example: eLearning platform**.
- To manage **access to restricted content on the ESICM website** (certain resources are only available to members of specific ESICM Committees).
- To enable individual communications with you about specific matters – e.g. sending confirmations, receipts, requesting further information to solve queries and sending emails to you with information about ESICM activities which we believe will be of interest to you (subject to your prior consent to receive ESICM generated emails).



The Intensive Connection

- When sending electronic newsletters and notifications (alerts) to you (when you have subscribed to receive them).
- We keep identification data as defined previously of ESICM Congress attendees, exhibitors and visitors to the ESICM booth in order to **promote our activities** (congress, newsletters). There is an “Opt-Out” option in every mailing that you receive from us. You only need to “Unsubscribe”.
- Data captured by Mailchimp (e-mails, e-news system) and our website are save by Mailchimp and Google analytics themselves. These systems capture your geographical location, IP address, browser, device and “behaviour”. We only process behaviour data (visits to our webpages, time spent on a web page and opening rate)s in an anonymised way for statistical purposes and to improve your experience.

Special cases:

- Identification data, email addresses and institutions can be used in specific ESICM scientific activities, such as the **ESICM Trial Group**, for participating investigators. In this case, data are used to communicate and ease the activities necessary for the progress of the trial.
- IP addresses (and Identification data, if explicitly asked) could be collected when responding to a **survey**, but only the answers are processed and saved in order to analyse the data for research purposes.
- Clinical data of patients can be collected in an anonymised fashion in the case of trials led by the ESICM Trial Group. For each trial, consent is needed and the Principal Investigator is the controller of the data. In this case, ESICM is the processor. In the case of the use of **eCRF** provided by ESICM, the third party developing the eCRF will be compliant with the GDPR and will store data for 5 years maximum. The **anonymised data** will be stored on a physical device such as a USB key or CD-ROM at ESICM office in a locked room. This measure is taken to avoid hacking and data is stored for a minimum of 5 years and a maximum of 15 years, unless otherwise requested by the Principal Investigators.
- In the case of Photography, Recording and Broadcasting, e.g. during recorded interviews, the content will be used only for ESICM communications and on its platforms. The participant/presenter will be asked to sign a Consent form for Publication on the Internet to register his/her consent.