

# **NORDSCI Privacy Policy**

[www.nordsci.org](http://www.nordsci.org)

NORDSCI is committed to protecting the privacy of our customers. We have taken steps to ensure that high standards of data protection are adhered for all the forms of data processing mentioned below. This statement outlines our privacy and data protection policy.

This statement is agreed by all NORDSCI registrants opt-in.

This Privacy Policy is uploaded on NORDSCI's website [www.nordsci.org](http://www.nordsci.org) and it's accessible anytime.

## **Definitions**

NORDSCI is a scientific event and a publishing house of scientific proceedings and it's part of Saima Consult Ltd.

A "customer" (or "you") is anyone registering for or making use of any service, provided by NORDSCI, NORDSCI Conference and/or NORDSCI Proceedings.

## **Collection and use of customer information**

Your personal details are collected and processed when you register, subscribe or make use of any of our products or services.

To access the website of NORDSCI [www.nordsci.org](http://www.nordsci.org) no registration is required. You don't need to sign in by email, username, social platform or whatsoever.

To use the services of NORDSCI, personal registration is required. The type of information NORDSCI collects via the registration form is:

- Name, Salutation, Organization/Company/University
- Contact information, such as phone, e-mail, postal address
- Name of colleagues, which are authors or co-authors to the submitted paper, which you're participating with
- Bank and payment details

In addition, when you visit any of our websites, we also collect website and application usage information, and information about your computer or other digital device and your internet connection. This includes your computer's or digital device's IP address, the type and version of browser and operating system you use, your internet domain and, if you visited via a link from another website, the URL of the linking page.

The information we collect from you is meant to let us:

- fulfil your registration
- manage your registration preferences
- surcharge you for the fee of the chosen registration form

- send you a registration confirmation or service notifications
- ensure, as far as is practical, that our websites and applications are compatible with the browsers and operating systems used by most of our visitors, visiting from different countries
- conduct customer satisfaction surveys
- execute your order, including sending invoices, books or any other materials to your postal address
- grant your admission to NORDSCI's event
- make your registration to third-party websites by your name and organization in order to fulfill your registration and our services, including sending for indexation and submitting your scientific paper to third-party online and offline databases
- work with external partners in order to provide the requested services such as designers, printing houses, postal services etc.

We also use your information for in-house research and analysis. This helps us to:

- improve our understanding of customer needs
- support strategic development and partnerships
- contact researchers and professionals, which are in your scope of interest in case their contact information is public

### **Way of collecting personal information**

All the Personal information needed for your registration is being collected by filling Google Online Form. The information is collected, stored and secured by Google's cloud services such as Gmail, Google Drive, Google Forms, Google Sheets etc.

Another way of collecting information is by filling an online document, which is uploaded for download on NORDSCI's website. The information is stored again in Google's services and it's not being stored in any kind of hard copies, local servers or whatsoever.

This information is only obtained if you provide it **voluntarily**, through contacting us via e-mail, our online Registration Form or send us filled NORDSCI Registration Form Template. Your personal information and linked personal information to your colleagues is used for the purposes of organizing the conference and post-conference tasks, also for administrative reasons and company tasks for growth and improvement.

### **Updating or deleting your information**

Other than as expressly set out in this policy, we do not use any of your personally identifiable information (which is any information that identifies you or can be used to identify you) for advertising, and nor do we track or collect it other than as stated above so that we can provide you with our products or services. We also do not track or collect any of your sensitive information, which includes information such as your race, religion, ethnicity, and political opinion. Please note however that the collection, use, and disclosure of information by our business partners are described in their own privacy policies, and

consequently may differ from NORDSCI's Privacy Policy. We are not responsible for those third party privacy policies and you should ensure that you have read and accept all applicable privacy policies before proceeding.

If you would like to update your personal data please contact NORDSCI Team via email: nordscicon@gmail.com, who will be able to assist you. We have the obligation to reply on your request in 30 days period.

If you would like to delete your personal data please contact NORDSCI Team via email: nordscicon@gmail.com, who will be able to assist you. We have the obligation to reply on your request in 30 days period and confirm the deleted personal information.

### **Applying for Committee Member**

Independently from the registration, you can apply for becoming a NORDSCI Committee Member. Both actions – registration and applying for committee membership are independent by one another and are not connected. As well as both actions are voluntary.

If you choose to apply for Committee Member, you'll need to submit your CV. NORDSCI doesn't have a specific requirements for the CV format, and the information added – this is solely user's decision.

The applicant's Name, Salutation and Organization/Company/University might be used in the website, e-mails to clients, partners or other organizations. The rest information from the submitted CV won't be shared with third parties.

The received CV on NORDSCI email will be reviewed with strict policy, will be stored only on Google's cloud services and can be edited or deleted anytime by user notification as explicit email to NORDSCI at nordscicon@gmail.com. We have the obligation to reply on your request in 30 days period and confirm the deleted personal information.

### **Cookies**

A cookie is a small file, which is placed on your hard drive when you visit any of the Group's websites (directly or via our applications). We use information from cookies for purposes which may include:

- identifying returning users, registrants and subscribers
- enabling you to move more easily around our sites and applications
- tracking your use of our sites to better develop our site in accordance with your requirements

### **E-mails**

If you are registered for NORDSCI Event you give your right to receive information regarding your requested service and information regarding future NORDSCI Events or Services.

NORDSCI uses reputable third parties e-mail platforms which always have the option to unsubscribe from the mailing list.

### **External links**

Our websites may contain links to external sites. NORDSCI is not responsible for the privacy policies or the content of such sites and we recommend that you read the privacy policies on any external sites you use.

### **Transfer of personal data overseas**

As the internet is a global environment, collecting and processing personal information may involve the transmission of this data internationally, including outside of the European Union. Therefore, by communicating electronically with us you acknowledge and agree to your personal data being processed in this way.

### **Individuals under 16**

NORDSCI does not intentionally or knowingly process personal information from individuals under the age of 16. NORDSCI is not collecting any information from its users, which regards their age.

### **Changes to this statement**

NORDSCI have the rights to make changes to the privacy policy. This may be in relation to changes in the law, best practice or changes in our services. These changes will be reflected in this statement, so you should check here anytime.

### **How do you contact us?**

If you have questions about this policy or NORDSCI, please contact us by email [nordscicon@gmail.com](mailto:nordscicon@gmail.com)

*Last update 24.02.2018*