

Data Privacy Policy

1 Name and address of the responsible institution

University of Erfurt, represented by the President

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2 Contact

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3. Name and address of the data protection officer

The data protection officer of the responsible institution is:

Ute Winter
Universität Erfurt
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Tel.: 0361/737-5651
E-Mail: datenschutz@uni-erfurt.de

4 Purpose and legal basis of data processing

We process personal data only to the extent that this is necessary for the provision of a functioning website and for the conference management, including the handling of the submission and reviewing of the conference abstracts, the conference registration and payment of conference fees; furthermore for the organisation of the academic programme, the satellite events and the necessary communication with the conference participants of *the 9th International Conference of the German Cognitive Linguistics Association (GCLA-9)* at the University of Erfurt from 01 to 04 March 2022.

The processing of personal data of our users takes place following the consent of the user (Art. 6 1a DSGVO/GDPR). In the case of conference registration and participation, the data processing serves the fulfilment of a contract (Art. 6 1b DSGVO/GDPR).

5 Recipients (commissioned processing) and data categories

5.1 Functional website

The conference management website uses the online event software Converia, which is provided by the company Converia. The terms and conditions are available at https://express.converia.de/frontend/index.php?folder_id=3059&page_id=.

When you access the Converia conference website, the following data is transmitted:

- Information about the browser type and version used
- The operating system of the user
- The user's internet service provider
- The IP address of the user
- Date and Time of access.

This data is stored in log files and deleted after 10 days. Functional cookies are set for the registration process itself, these cookies are deleted from the browser memory at the end of the session.

5.2 Registration & use of the conference management software functions

Description and scope of data processing

Converia hosts the software and provides further services for the organiser such as software maintenance and support. Furthermore, Converia offers the management of the conference abstracts and the payment processing required for paying the participation fees to the conference organiser. A contract for commissioned processing in accordance with Art. 28 DSGVO/GDPR has been made with Converia. In the conference management software, users are offered the option of registering, providing personal data for this purpose.

Data (categories) processed

- **Contact details:** Name, first name, address, e-mail
- **Abstract:** Title, author, abstract text, affiliation
- **Conference registration:**
 - Participant (contact details above)
 - Participation fees: 20.00 € for professorial and postdoctoral participants, 15.00 € for doctoral students, 0,00 € for students and staff of the University of Erfurt
 - Data on the selected payment method

Conference programme

The entire academic conference programme (talks, workshops, sessions) are implemented digitally via the conference software *Webex*.

We use a digital noticeboard to announce changes at short notice during the programme:

- **Taskcards.de** (Privacy policy under <https://www.taskcards.de/#/home/privacyPolicy>): TaskCards is committed to data protection in accordance with Art. 28 of the DSGVO. Within the framework of the usage contract (Software-As-A-Service Contract), data on the programme of the event as well as on the administration of the event-related website are stored (personal master data and communication data of the administrator, contract data, contract billing data); in addition, during usage by the conference participants, their internet traffic data (IP address, browser) are also stored. All personal data of the conference participants will be destroyed by TaskCards after use within the scope of the usage contract.

Satellite events

We provide digital meeting rooms for informal exchange outside the conference programme. Users who wish to take advantage of this offer are provided with the necessary links or passwords as well as explicit references to the relevant data privacy declarations prior to use.

- **wonder.me** (privacy policy at <https://wonder.me/policies/privacy-policies>): Wonder.me is committed to the DSGVO and only stores user data as long as this is needed for the purpose of use. Details are listed in the above-mentioned privacy policy.
- **gather.town** (privacy policy at <https://www.gather.town/privacy-policy>, see “Account and Admin“ >> “Privacy and Security“): Gather Town is a tool provided by an American company whose servers are located outside the EU, so it does not consider itself bound by the data protection requirements of the GDPR (DSGVO). The service provider states that it does not store any text, audio or video data of users after they have used the tool.

As major part of the cultural programme, a jazz concert by the Philipp Hermann Quartet takes place; this concert is made available to the conference participants via a live stream. The stream can be received in two different ways, as shown below. The necessary links and passwords will be made available to the conference participants. All persons who wish to take advantage of this cultural offer are strongly advised of the following data protection information before using the tools listed:

- Follow the livestream directly, i.e. without entering the interactive event lounge, via the YouTube channel of the Philipp-Hermann-Quartett (The YouTube privacy policy can be found at <https://policies.google.com/privacy?hl=de>): YouTube is not bound by the GDPR (DSGVO), and data about you watching the video on YouTube may be transmitted to YouTube/Google. For more information on this, see [Google Privacy](#).
- Follow the livestream together with other conference participants in the password-protected interactive concert lounge in gather.town (see previous section for details on this service provider).

Data deletion and storage period

All personal data of the data subject shall be deleted as soon as the purpose of the storage ceases to apply.

This is the case for the programme organisation (abstract submission, during the registration process for the fulfillment of a contract or for the implementation of pre-contractual measures) when the data is longer required for the implementation of the contract. Even after the conclusion of the contract, there may be a need to store personal data of the contractual partner in order to fulfill contractual or legal obligations.

Payment processing

Various payment options (e.g. invoice/bank transfer, credit card) are offered to carry out the payment processing for the registration of the conference participants. Sensitive payment information is not stored in the conference management system itself. Specially certified payment service providers are used for this purpose, which carry out the data processing and storage. For this purpose, the user is directed to the pages of the respective providers. Further information on data protection can be found on the websites of the respective service providers.

The following data is collected as part of the payment processing:

- Selected payment method
- Invoice amount
- Amounts paid
- Accounting data

6 Rights of the data subject

You have the right to information, correction, deletion and revocation. Furthermore, you can complain to the responsible supervisory authority at any time. The supervisory authority is:

Thüringer Landesbeauftragter für den Datenschutz und die Informationsfreiheit (**TLfDI**)

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