

32nd Annual Meeting of the European Charcot Foundation

Privacy Notice

Our contact details.

Name: European Charcot Foundation

Address: Wetstraat 42, 1040 Brussels

Email: secretariat@charcot-ms.org

Tel: +32 475 45 06 51

The type of personal information we collect

We currently collect and process the following information:

Questions for a Delegate/ ECF Sponsor/ Guest

- Delegate email * – cc email
- Title
- First Name
- Last Name
- Mobile Phone
- Job title
- Gender
- Company/organisation
- Address
 - PO box
 - Street-Number
 - Zip/postal code
 - City
 - Country



- Dietary restrictions
- Type of delegate
 - Researcher
 - Clinical practitioner
 - Organisation
 - Industry
 - Other
- Discipline
 - General neurologist
 - Neurologist/MS specialist
 - Neurologist in training
 - Medical doctor
 - Paramedical professional
 - Industry/institution representative
 - Other
- Where do you know ECF from
 - From printed/online publications and media
 - I attended previous annual meetings
 - From my professional environment
 - The presence of ECF at other events
 - ECF newsletters
 - ECF website
 - Other
- Main reason to participate
 - Education and Training
 - Networking
 - Invited as Faculty
 - Other
- Privacy Regulations:
 - I agree the delegate information provided may be
 - used by the European Charcot Foundation to communicate about future Annual Meetings and other activities and can be stored for this purpose for a period of 5 years.



- shared with ECF's partners or supporting organisations for the purpose of providing information regarding MS products or services or sending invitations to special events or Satellite Symposia.
- Acceptance of the Privacy Notice
- Acceptance of Specific Terms & Conditions

Additional information asked to the Faculty members of the Annual Meeting

- A copy of your Conflict of Interest (COI) form
- Can we re-use your biography from the last Annual Meeting you attended on the Annual Meeting webpages and the 32nd Annual Meeting website?
 - Yes
 - No
 - I did not yet attend an Annual Meeting as faculty
 - Please upload a short biography*
- Can we re-use your picture from the last Annual Meeting you attended on the Annual Meeting webpages and the 32nd Annual Meeting website?
 - Yes
 - No
 - I did not yet attend an Annual Meeting as faculty
 - Please upload your picture
- I agree my lecture
 - will be made available on demand for all participants to the 32nd Annual Meeting hybrid edition, after it has been streamed live
 - can be published as a recording on the MS Knowledge Hub, ECF's eLearning platform (subscribers only)
- I agree that my picture will be used on the website and for all promotional activities of the Annual Meeting
- I agree my biography will be published on the website
- I am a member of the ECF board
 - (If Yes:) I will attend the board meeting and dinner on Thursday, November 21st, 2024.
- I will attend the faculty dinner

Additional information asked to the Board members

- I am a member of the ECF board
 - (If Yes:) I will attend the board meeting and dinner on Thursday, November 21st, 2024.
- I will attend the faculty dinner

Additional information asked to the Speakers of the satellite symposium

- A copy of your Conflict of Interest (COI) form
- Can we re-use your biography from the last Annual Meeting you attended on the Annual Meeting webpages and the 32nd Annual Meeting website?
 - Yes
 - No
 - I did not yet attend an Annual Meeting as faculty
 - Please upload a short biography
- I agree my lecture
 - will be made available on demand for all participants to the 32nd Annual Meeting hybrid edition, after it has been streamed live
 - can be published as a recording on the MS Knowledge Hub, ECF's eLearning platform (subscribers only)

Additional information asked to the Young Investigators/ECF Fellows

- I would like to apply for a Travel Grant
- A copy of your resumé/short CV
- A motivation letter

Additional information for the Abstract Submitters

- Title of the submitting/presenting author
- First Name of the submitting/presenting author
- Last Name of the submitting/presenting author
- Mobile phone number of the submitting/presenting author
- cc email

- Address of the submitting/presenting author
- Zip/Postal Code of the submitting/presenting author
- City of the abstract presenter
- Country of the submitting/presenting author
- Date of birth of the submitting/presenting author
- Institution/Organization of the submitting/presenting author
- Job Title of the submitting/presenting author
- A copy of the Curriculum Vitae or Short CV of the submitting/presenting author
- I confirm the submitting/presenting author will register for the 32nd Annual Meeting of the European Charcot Foundation (onsite participation)
- I agree with below Specific Terms & Conditions
- I agree the poster presentation of the submitting/presenting author to be broadcasted via the live stream of the Annual Meeting
- I agree the abstract of the submitting/presenting author to be published on the digital Annual Meeting website and the ECF website
- I agree the poster of the submitting/presenting author can be published on the ECF website

***Delegate Email:**

This email address will receive all registration-related messages (e.g., confirmation, voucher, survey, attendance certificate).

For individuals: Use the delegate's email as the Delegate Email.

For groups: You can either use the group leader's email as the Delegate Email to receive all communication regarding the group registration (in which case, it's the responsibility of the group leader to share the emails with the group participants), or use each participant's email and then add the group leader's email address as CC Email to receive a copy of the emails as well.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To finalize your registration and/or hotel reservation.
- To receive information and updates about the Annual Meeting and your participation to the annual Meeting, including but not limited to registration and hotel confirmation, programme updates, certificate of attendance, invoicing ...
- To provide answers to your questions
- Group delegates can additionally be contacted to discuss the reservations, the guidelines on site and for questions about the delegates they registered.
- To produce your Annual Meeting badge and to give you access to the digital streaming, we share only the necessary details with our subcontractors.

This information will not be shared with other parties and will exclusively be used for the above purposes, unless you agree in the registration form that the information you provided may be used by the European Charcot Foundation to communicate about future Annual Meetings and other activities or/and you agree that the information can be shared with ECF's partners or supporting organisations for the purpose of providing information regarding MS products or services or sending invitations to special events or Satellite Symposia.

Your consent.

You can remove your consent at any time. You can do this by contacting secretariat@charcot-ms.org or unsubscribing via the newsletter.

How we store your personal information

Your information is securely stored.

We store your data for 5 years, unless you make a request to remove your account. We will then dispose your information by deleting your account and all the information associated with it.

Your data protection rights

Under the GDPR, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information we process.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at secretariat@charcot-ms.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at secretariat@charcot-ms.org .

You can also contact the Belgian Data Protection Agency (DPA) if you are unhappy with how we have processed your data.

Gegevensbeschermingsautoriteit (GBA)

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