



## Data privacy policy for ECOO autumn General Assembly meeting registrations

### *Policy information*

The European Council of Optometry and Optics (“ECOO”) is the European umbrella association representing the interests of optometrists and opticians in Europe. It aims to promote eye health to the public across borders and to harmonise clinical and educational standards of optometric and optical practice throughout Europe.

As stipulated in ECOO’s [Statutes](#) and [Rules of Procedure](#), ECOO holds two General Assemblies and accompanying meetings per year. The spring General Assembly is organised by the European Academy of Optometry and Optics (EAOO) in collaboration with a national association or university, which may or may not be a member of ECOO and the autumn General Assembly, which is organised by one of ECOO’s members. ECOO members or invitees (“Data Subjects”) register to these two set of meetings via an online form which is provided by the organiser for the spring meeting and by ECOO for the autumn meeting.

This policy has been prepared by Fabienne Eckert, Secretary General of ECOO, who is in charge of the data management within ECOO. It has been approved by the Executive Committee of ECOO on 10 May 2018, on which date it became operational. The next review of this policy will take place by 10 May 2021.

### *Purpose of the policy*

The purpose of this policy is to ensure Data Subjects are fully informed of the data that is collected at the time of their registration to the autumn General Assembly collected by ECOO (“Data controller”) and passed on to the ECOO member organising the meeting (“Data processor”).

This policy does not cover the registration that is directly collected by the organisers of the spring General Assembly as ECOO is not collecting this data directly. ECOO receives the participation list (containing country, full name, organisation and e-mail) for the purpose of ECOO communicating with its registered members and other participants on the content of the meetings. A GDPR agreement will be signed by the organising party to ensure ECOO of GDPR compliance and adequate treatment of sensitive data.

### *Lawful basis*

The lawful basis as per Article 6 of the GPDR of ECOO collecting data for the specific purpose of registering to the autumn General Assembly on its members is “Consent”.

### *Types of data*

The type of data collected (“Registration Database”) for registration to the autumn General Assembly through an online form, hosted on the ECOO website is non-sensitive for the following categories: name of the person registering, organisation, e-mail, postal address, phone number and registration category (membership, one-day participation, dinner only). The only sensitive information collected relates to any dietary or other requirements that the Data Subject wishes to disclose so as to receive the appropriate food or service during meetings.



### *Policy statement*

ECOO commits to:

- Comply with the General Data Protection Regulation (Regulation 2016/679, “GDPR”).
- Respect the rights of the individual to access, rectify, update and delete its data as foreseen by the lawful basis.
- Not to disclose any data received for the purpose of organising the meetings to any third parties, in particular for marketing or promotional purposes.
- Have in place a Data Protection Breach Policy which will be used to investigate fully any potential data protection breaches
- Be open and honest with Data Subjects on the data held and processed.
- Have in place a signed agreement with the organising party ensuring ECOO of GDPR compliance and adequate treatment of sensitive data.
- Safeguard the data held by ECOO.
- In line with ECOO’s Retention and Destruction Policy, delete the Registration Database at the latest six months after the meetings.

### *Responsibilities*

The Executive Committee composed of the Directors of ECOO have the overall responsibility for ensuring that ECOO complies with its legal obligations. The person responsible for ECOO’s data management is Fabienne Eckert, Secretary General of ECOO. She is in charge of briefing the Directors of ECOO on data protection responsibilities, reviewing data protection and policies, handling Data Subject requests and notifications to relevant bodies if applicable.

### *Security*

The Registration Database is securely stored in the Secretariat’s IT and website system and is password protected. The mailing list is backed-up and also secured through encryption and password protection. The Registration Database is shared with the meeting organiser via e-mail and an agreement is set-up for every meeting to ensure the organiser commits to the GDPR requirements.

### *Data recording*

The data is received from ECOO members or other meeting attendees directly through completion of an online form hosted on the ECOO website.

### *Transparency*

ECOO will inform Data Subjects in case of any changes to this policy or in the way their data is being recorded, kept and safeguarded.

The data contained in the Registration Database is shared with the meeting organiser only. Following the event, the registration list will be deleted by ECOO and the agreement with the organiser will require the same from the organiser.

The procedure for data subjects to update, access or delete their data, is to send a written notice to the ECOO Secretary General (electronic means accepted). Please refer to the [Data Subject Access Right Policy and Procedure](#) for further details.



*Contact details*

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