



European Network of Trainees in Obstetrics in Gynaecology

ENTOG Privacy and Data Security Policy

The European Network of Trainees in Obstetrics and Gynaecology (ENTOG) committed to ensure the protection of your Personal Data and your privacy. To better protect your privacy, we provide this document explaining ENTOG Privacy and Data Security Policy and describing how and why personal data are collected and used by ENTOG. ENTOG takes all possible care to prevent any unauthorized access to personal data and to ensure confidentiality for the data collected and processed.

1. Definitions

Privacy Legislation refers specifically to the Belgian Law of December 8, 1992 on the protection of privacy and its various implementing regulations and rulings or any current or future Belgian legislation regarding data protection, and to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

Data subject refers to a natural person. Examples of a data subject can be an individual, a customer, a prospect, an employee, a contact person, etc.

Personal data are any information relating to an identified/identifiable natural person (= data subject), whether it relates to his or her private, professional, or public life. Personal data can be anything from a name, photo, email address, bank details, posts on social networking sites, medical information, IP address, or a combination of the data that directly or indirectly identifies the person. Some information such as health, racial or ethnic origin, genetic or biometric data (among others) are considered to be “sensitive data” and are subject to a special level of protection.

2. Data collected and processed by ENTOG

ENTOG does not process any sensitive data.

The Personal data collected by ENTOG are:

- Nominative Information - Title, First Name(s), Family Name(s): Your nominative details are needed to properly identify you, to communicate with you, to provide you with the services you have requested and to ensure that items are properly labelled as yours (e.g. Congress badges, Certificates of attendance, etc.).
- Email address: Your email address is used to communicate with you and inform you about all ENTOG activities (ENTOG Exchange, short-term fellowships, other ENTOG/EBCOG activities, registration to meetings, ENTOG newsletter, etc.)
- Full Postal Address: When collected, your Postal Address is needed when items will be sent to you by post (e.g. diplomas, documents). It also helps to correctly verify your identity (where other persons have the same or a similar name).
- Date and place of Birth: When collected, your date and place of birth are used to help ENTOG to correctly identify you and avoid duplicate records.
- Telephone number: When collected, this enables the ENTOG to contact you rapidly in case of need.

- Curriculum vitae, list of publications and other information requested to support applications for the ENTOG Executive, ENTOG-EBCOG grants, EBCOG examination, etc.

The types of Personal Data that we collect will depend on the communication, application or service you apply for or receive. You may always choose not to provide the requested information, but in doing so we may be unable to provide the communication, application or service you request. ENTOG makes sure to collect and process data that are strictly necessary to the purpose of its activities.

3. How does ENTOG collect data:

The sources of personal information collected by ENTOG are:

- The individuals themselves when they register personal details on the ENTOG website
- The individuals themselves when they contact the ENTOG Executive
- Third parties acting on behalf of individuals enter personal details on a form requesting an ENTOG service (e.g. an agent arranging registration for the ENTOG Meeting or Exchange)
- Member Organisations providing details of their Members (e.g. national trainee organisations send personal details to appoint the person as a national delegate).

Where we receive personal information about individuals from sources other than the individuals themselves, we take all practical steps to contact the data subject to advise of their rights to object the use of their data or to rectify it.

4. Why does ENTOG collect and process Personal data

The ENTOG pursues the objective of reaching the highest level of training in Obstetrics and Gynaecology and representing the trainees and young specialists in Obstetrics and Gynaecology in Europe.

While working on these goals, ENTOG combines a wide range of activities in the field of medical training and international networking such as :

- Cooperation with EBCOG (European Board&College of Obstetrics and Gynaecology)
- Communication and cooperation with the national trainee organisations and other medical organisations
- Collection and dissemination of scientific information and knowledge
- Individual communication on specific matters
- Organisation of the ENTOG Exchange, meetings and events

When disclosing your personal information to us by using the ENTOG website or by completing and submitting paper or electronic forms to us, you consent to the collection, storage and processing of your personal information as stated in this policy.

5. Email addresses

Electronic communication is the ENTOG's preferred method of communication because it is generally convenient, rapid, effective and efficient. In order to be able to communicate with you directly electronically we need your email address. The ENTOG respects the privacy of personal email addresses and complies with the Privacy legislation on email communication. The objective is not to send you unwanted messages, and your email details will not be passed on to any other individuals or organizations without your permission. We kindly ask you to provide us an e-mail address which is

properly secured and which only you can access. You may request to exercise a right in application of the GDPR by e-mail. ENTOG has the right to consider every request received from your e-mail address as issued by you.

6. Transfer of Personal Data

ENTOG does not sell, trade or rent your personal information to other parties. ENTOG may supply your information to its contractors to perform specific services (such as the ENTOG Exchange or to grant an invitation to a congress). Otherwise, ENTOG does not disclose personal information to any other persons or organisations without your consent. In this context, your personal data may be disclosed to the following external partners in the circumstances described below:

- Professional Congress Organizer handling the congress or event registration: Where your registration is handled by someone other than yourself, your confirmations, badges or vouchers may be sent to this third party. These contain nominative details about you.
- Agencies handling flight and hotel bookings on behalf of ENTOG: Nominative information is provided to local agencies where ENTOG handles hotel bookings for a particular congress or event.
- National Trainee Organisation for the purpose of organising and registration to the ENTOG Exchange, Scientific Meeting and Council
- EBCOG (European Board & College of Obstetrics and Gynaecology): EBCOG exam, ENTOG/EBCOG fellowship grant, EBCOG Congress etc.

As Data Subject, you have several rights regarding your data which are listed herein below.

7. How are your Personal Data protected?

We maintain reasonable physical and electronic standard security practices, including encryption, passwords and physical security measures, as well as managerial procedures to protect the security and confidentiality of Personal Data. Only a limited number of persons within us are authorized to access, delete or modify your data. We will make reasonable efforts to ensure that your privacy interests are protected.

8. What are your rights

You have several rights over the processing of your data:

- You have the right to be informed about the processing of your personal data which is covered by this privacy policy and any future specific communication
- You have the right to access your data which means that ENTOG will confirm whether personal data concerning you has been processed as well as provide you with all the relevant information regarding your personal data and, if you wish, a copy of said data
- You have the right to rectify your data if it is inaccurate or to complete your data if it is incomplete
- When the processing is based on your consent, you have the right to withdraw your consent anytime. You may have the right to erase your personal data, restrict its processing or object to its processing in certain circumstances.
- When the processing is carried out by automated means and based on either your consent or a contract, you have the right to data portability which means you shall receive your personal data or have it transferred to another controller in a structured, commonly used and machine-readable format.

ENTOG wishes to bring to your attention its obligation to use all reasonable measures to verify the identity of a data subject who requests to exercise his or her rights. ENTOG will not collect more data to verify your identity than what is already in its possession. However, please beware of the e-mail address you provide us and make sure you are the only person able to access it and that it is secure. ENTOG reserves the right to take further reasonable measures to verify your identity if it seems necessary.

9. External Links

The ENTOG website contains links to other websites. Please be aware that ENTOG is not responsible for the privacy policies of other sites. You are therefore encouraged to read the privacy policies of any other site that collects personally identifiable information. This privacy policy applies solely to the information collected by ENTOG as controller.

10. Complaints

If there should be a problem regarding processing of your data, please do not hesitate to contact us at the e-mail address info@entog.eu.