



HVIS 2024 Tsukuba Organizing Committee

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## HVIS 2024 Privacy Policy

This Privacy Policy explains how and why HVIS 2024 Tsukuba Organizing Committee collects and uses your personal data when you visit our website, become an HVIS member, attend one of our events, or/and join one of our committees.

Please read this Privacy Policy carefully so that you are aware of how and why we use your personal data.

It is important that the personal data we hold about you is accurate and current. Please let us know if your name, contact details, or other personal data changes.

### **Who are we?**

When we refer to “we” or “us” in this Privacy Policy we are referring to the Hypervelocity Impact Symposium 2024 or HVIS2024. We are responsible for deciding how we hold and use personal data about you.

If you have any questions about this Privacy Policy or our treatment of the personal you provide to us, please contact the HVIS 2024 Tsukuba Organizing Committee at: [hvis2024@ml.hosei.ac.jp](mailto:hvis2024@ml.hosei.ac.jp)

### **What is personal data?**

Personal data means any information from which you can be identified, such as your name, your home address, your personal email contact details, or your telephone number.

Personal data does not include information where your identity has been removed (anonymous data). Special category personal data is personal data about your race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation. These types of personal data require a higher level of protection.

### **What personal data do we collect and how do we use it?**

#### **HVIS Members as HVIS2024 Attendees**

When you submit the abstract and/or register using the form on our website <https://hvis2024japan.jp/> we ask you to give us your:

- title, first and last name.
- postal address, email address and telephone number.
- affiliation, career level and areas of interest.
- job title and place of work.



We use this information to register.

We also ask you to create an email address and password to enable you to log in to the member area on our website. [You can update your personal data at any time by logging into your member profile.](#)

#### Attendee emails

We send emails to all attendees with information about HVIS2024. We also let attendees know about events being run by the society such as next HVIS.

We keep members updated by email with information about emerging research and on-going activities in the research community.

We also send emails to let members know when it is time to renew their membership and we email members with information about voting. From time to time, we send surveys to members by email.

#### Visitors to our Website

Our website is not intended for children, and we do not knowingly collect data relating to children.

Our website uses cookies to collect personal data about how when you use the website. Our Cookies Policy has information about how we use cookies on our website.

When you leave our website, we encourage you to read the privacy policy of every website you visit.

#### Queries and Complaints

If you send a query or complaint to us, we will use the personal data you provide (for example, your name and the name(s) of any other individuals involved) to process your query or complaint and respond to you.

#### How do we protect your personal data?

We are committed to taking all reasonable efforts to secure the personal data that you choose to provide us, and we restrict access to personal data to our staff, contractors and service providers who need to know the information in order to operate, develop, or improve our services.

Unfortunately, no transmission of personal data over the internet can be guaranteed to be 100% secure and HVIS2024 has no responsibility or liability for the security of information transmitted via the internet.

#### If you are in the EEA or the UK

This section applies if you are located in the European Economic Area (EEA) or the United Kingdom (UK).

Our lawful basis for using your personal data.



We only use your personal data when it is fair, and the law allows us to.

We use member personal data when it is necessary for us to enter into, or perform, a contract that we have with members. This includes taking membership subscriptions and communicating with members to enable them to exercise their rights to vote.

We also use personal data when the law requires us to. This includes complying with health and safety laws at events, and complying with finance, taxation and anti-fraud laws.

We use member personal data when we have a legitimate interest, and we are satisfied that our interests and fundamental rights do not override the individuals' interests. Our legitimate interests include:

- Sending emails to members with information about member benefits, including newsletters, events and research activities.

We may sometimes ask for your consent to use your personal data, for example, if we ask you to provide special category personal data about your health or religious beliefs in connection with an event we are running. You can withdraw your consent at any time.

### **International transfers**

We are an international organization, and we use service providers based around the world.

Whenever we transfer your personal data out of the EEA or the UK, we take steps to ensure a similar degree of protection is afforded to it by ensuring safeguards are implemented in accordance with applicable data protection laws. Please contact us if you want further information on the specific safeguards we use when transferring your personal data out of the EEA or the UK.

### **Retention**

We only keep your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements.

We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of a legal claim connected to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means.

### **Your rights**

You have the right to:

- Request access to your personal data (commonly known as a subject access request). This enables



you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

- Ask us to correct personal data that we hold about you which is incorrect, incomplete or inaccurate.

In certain circumstances, you also have the right to:

- Ask us to erase your personal data from our files and systems where there is no good reason for us continuing to hold it.
- Ask us to restrict or suspend the use of your personal data, for example, if you want us to establish its accuracy or our reasons for using it.

You also have rights in relation to any automated decision making which has a legal effect or otherwise significantly affects you, but HVIS2024 does not currently use automated decision making in this way. If you want to exercise any of these rights, please contact please contact the HVIS2024 at: [hvis2024@ml.hosei.ac.jp](mailto:hvis2024@ml.hosei.ac.jp).

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We encourage you to contact us first if you are unhappy with the way we are using your personal data. If you are not satisfied with the response you receive from us, you have the right to make a complaint at any time to the supervisory authority for data protection in your country.

### **Changes to the Privacy Policy**

As HVIS2024 changes and evolves over time, we may update this Privacy Policy to reflect changes to our information practices. We reserve the right to amend the Privacy Policy at any time, for any reason, and may do so by posting a new version online. Your continued use of our website and/or continued provision of personal data to us will be subject to the terms of the then-current Privacy Policy.

### **Version control**

Date	Action	Next review
	New policy	N/A