

## **ECNP privacy and data security policy**

ECNP complies with the General Data Protection Regulation (GDPR) and other regulation regarding the processing of personal data and privacy. ECNP respects your privacy and is committed to safeguarding the confidentiality of your personal information. This policy explains how and why ECNP collects and uses the personal information of its members, users and website visitors, and how ECNP protects your privacy. It also explains how you can access, manage and delete your own personal information and your contact preferences (such as which information you want to receive) stored in the ECNP system through 'My ECNP' on [www.ecnp.eu](http://www.ecnp.eu).

When disclosing your personal information to us by creating a 'My ECNP' account on our website in order to complete our online forms, you consent to the collection, storage and processing of your personal information as stated in this policy. You can withdraw this consent at any time.

The personal information that we collect from you shall be obtained, processed and transmitted in compliance with applicable data protection legislation including the GDPR and, as our offices are located in the Netherlands, the Dutch GDPR Implementation Act.

We may change this policy by updating this page. We advise you to check this page from time to time to ensure that you are happy with any changes (latest version: August 2019).

The ECNP Office is responsible for the processing of your personal data. The registered name of the ECNP Office is Stichting Buro ECNP, having its registered seat at the Bolognalaan 28 (3584 CJ) Utrecht, the Netherlands. Stichting Buro ECNP is registered in the Dutch Register of Companies under Chamber of Commerce number 41185970.

The ECNP Office is responsible for the processing of personal data processed by or through the European College of Neuropsychopharmacology, an association incorporated under Swiss law and domiciled in Utrecht, The Netherlands; the ECNP Research and Scholarship Stichting (registered with the Register of Companies under Chamber of Commerce number 41215196); and the ECNP Congress foundations that are established yearly for the organisation of the congresses. All ECNP legal entities in the ECNP Group have access to personal data processed under the responsibility of the ECNP Office. This is necessary for the activities of the ECNP Group such as the organisation of the ECNP congresses and meetings, the administration of members and the possibility to send registered users e-mailings and members the journal *European Neuropsychopharmacology* by regular mail. Access to personal data is restricted to people for whom it is necessary to access the data. Together, all ECNP legal entities are hereinafter referred to as "ECNP".

## **Processing of personal data**

### *Personal data*

ECNP collects your personal data when you create or update your 'My ECNP' account necessary to complete ECNPs online forms for the wide range of activities of ECNP.

ECNP also collects personal data submitted to ECNP by a third party acting on your behalf, for example through a group registration. ECNP processes information obtained from yourself on the basis of your consent. Information obtained from a third party acting on your behalf is processed on the basis that the processing is necessary for the performance of a contract or on the basis that the processing is necessary for the purposes of the legitimate interests of ECNP. These legitimate

interests are that the processing of the personal data is necessary for ECNP to be able to identify members, participants of congresses and persons involved in other activities organised by ECNP.

The mandatory personal data ECNP collects are:

**Nominative Information** - Title, first name(s), surname(s): Your nominative details are needed to properly identify you, to communicate with you, to provide you with the products and services you have requested and to ensure that items are properly labelled as yours (e.g. congress badges and scientific contributions such as abstracts and presentations, etc.).

**Full postal work and/or private address:** The postal address is needed when items will be sent to you by post (e.g. paper journals). The full postal address is always requested, even when not needed to send you items, to save asking for it specifically when needed for a particular transaction and because it helps to correctly verify your identity (where other persons have the same or a similar name).

**Date of birth, nationality and country:** Your date of birth is used to help us correctly identify you and avoid duplicate records. Your date of birth, nationality and country are used where specific rules or fees or charges apply which depend on age and/or nationality/country, to determine eligibility for these activities and fees.

**E-mail address:** Electronic communication is for most purposes ECNP's preferred method of communication because it is generally convenient, rapid, effective, environmentally friendly and efficient. In order to be able to communicate with you directly electronically, ECNP needs your e-mail address. You are therefore required to supply your e-mail address when you create your 'My ECNP' account on the website, which enables you to access a variety of services online. Additionally, because we only permit a particular e-mail to be used once in our system, it reduces the possibility of duplicates. Finally, it permits "Forgot Password" to be handled in an automated secure way.

**Field(s) of interest:** We also ask you for information about your field(s) of interest to enable us to provide you with more relevant information and to better understand the preferences of our community.

In some cases, we ask you for additional information if this is needed for the services provided by ECNP. For example, ECNP processes payment information provided by you, if such information is necessary to pay your membership fee, registration for a congress or other activity.

When you apply for an internship or school or if you submit scientific content for our journal, we may ask you for a copy of your Curriculum Vitae or your passport/identity card. We do not process national identification numbers so please black these out before submitting a passport/identity card.

When registering for a congress or activity, we might also ask you for some more general background information to better organise the activity. This information is optional; you can choose whether or not to provide the information. The only non-optional information we ask during the registration process of the congress are the questions whether you are a Health Care Professional (HCP) and what best describes your job role. We need this information to comply with international laws in certain countries where the congresses take place.

## Use

The data is collected and stored only for the execution of our services; giving access to the service through the use of an account, to enable a proper functioning and management of the website and platform, to enable member registration, to enable the organisation of a congress and other activities, the distribution of our journal and the circulation of scientific information regarding the brain function and human behaviour to our community.

The e-mail address submitted when signing up for an account will be used by ECNP for the purpose of sending digital information you might find interesting. ECNP respects the privacy of personal e-mail addresses and complies with the current European legislation on e-mail communication. The objective is not to send you unwanted messages, and your e-mail details will not be passed on to any other individual or organisation without your permission.

You can manage the extent to which ECNP communicates with you by using the 'My mailings profile' section in your 'My ECNP' dashboard. Here you are asked to indicate whether or not you wish to receive ECNP generated e-mails (Subscribe/unsubscribe). ECNP uses the following e-mailing profiles:

- *e-news bulletin*: News and updates about the field (monthly).
- *Congress e-alerts*: Important information about the congress and upcoming deadlines (as necessary).
- *General e-alerts*: Relevant information about ECNP activities, opportunities and upcoming deadlines (occasional).
- *President's message*: Observations and reflections about key issues in the field (monthly).
- *Research*: Scientific updates on the latest research developments (occasional).
- *EU-projects*: Updates and findings from the frontiers of European research (occasional).
- *Opinions*: Views, insights and commentary on issues of interest (occasional)
- *members only e-mails*: Renewal reminders, payment confirmations, etc.

You can unsubscribe from any of the e-mailing profiles at any time by using the "Unsubscribe" link in all communications sent by ECNP or by going to your "My ECNP" dashboard through "Manage Account", where you can choose to unsubscribe from a profile of e-mailing(s).

The exception is that members cannot unsubscribe for the 'members only' e-mails if they want to remain an ECNP member. These e-mails only contain information that is necessary to execute the membership agreement with ECNP and do not contain any direct marketing messages.

## Storage

If you are an ECNP member, your information will be kept in the ECNP system while you continue to be a member, even if you do not use the ECNP website or services during that time, unless you end your membership.

Personal information is only kept for a reasonable period of time, dependent upon the nature of the information and its intended use, but subject to a maximum of one year after you delete your 'My ECNP' account or unsubscribe as a member, or a maximum of five years if you have not used your 'My ECNP' account in this period. In all cases, accounts receivable records and invoices containing personal data are kept for the Dutch statutory retention period of seven years.

Information is kept indefinitely for persons who have submitted, and had accepted, or contributed to scientific content for congresses, events, journals, guidelines, etc. (the information is kept to reference it and to be used with published material, and to be accessed when those materials are researched or viewed).

#### *Processors/third parties*

All members of the ECNP Group have access to the database with personal data controlled by ECNP Office.

Personal data is only shared with processors and/or third parties if this is necessary to carry out services. We share personal data with:

- our congress management service providers and other partners such as hotels in order to be able to organise the congresses and other activities;
- ECNP committee members to review applications for ECNP activities, abstracts, symposia proposals etc.
- our IT provider in order to be able to store and access the data;
- the publisher of the journal *European Neuropsychopharmacology* (Elsevier), in order for them to be able to send our members a copy of the journal. Elsevier stores data on servers in the United States of America;
- our payment provider, in order to carry out a payment for a congress, membership or other activity or service.

If we share your personal information with a processor, we make sure the processor complies with the GDPR by signing processing agreements.

Other third parties have no access to personal data.

#### *Security*

All personal data is stored on a secure server, and appropriate technical and organisational measures are implemented to ensure an appropriate level of security. The data is stored in a state-of-the-art datacentre, equipped with double power supply, UPS (battery-system), back-up generators, air-conditioning, fire-detection and extinguishers, and advanced access control.

#### *Your rights*

In accordance with the GDPR, you have the right to request access to and rectification or erasure of your personal data and/or restriction of processing of your data and/or to object to the processing of your data on the basis of article 6 (1)(f) GDPR, as well as the right to data portability.

You can have access to your data by going to your 'My ECNP' dashboard. Here, you can also adjust or delete your personal data. If you need help adjusting or deleting your personal data or if you want to request a restriction of processing of your data, object to the processing of your data or if you want to receive your data in a structured, commonly used and machine-readable format, you can also contact the ECNP Office by e-mail ([secretariat@ecnp.eu](mailto:secretariat@ecnp.eu)).

If you feel ECNP is violating your rights, please contact the secretariat. You also have the right to file a complaint with the Dutch Data Protection Authority (contact information can be found on <https://autoriteitpersoonsgegevens.nl/en/contact-dutch-dpa/contact-us>).

## Cookies

ECNP uses functional cookies. Functional cookies are for instance used to remember your username. These cookies keep track of your login and help you to use our website more effectively. They optimise the functioning of our website and platform. A cookie is a small piece of data sent along by our website and transferred by a browser to a peripheral device (such as a computer or a phone). The information stored in the cookie may be sent back to the website if you visit the website again. A cookie does not pose a threat to your system or files. If you do not want us to use these cookies anymore, you only need to clean your browser history. This will automatically delete the cookies.

### *Analytic Cookies*

ECNP also uses Google Analytics. This is a so-called 'analytics' service that collects statistics regarding the use of the website and platform. Analytics cookies are placed through the ECNP website. Through Google Analytics, all data is anonymised. Cookies in and of themselves do not personally identify users, although they do identify a computer. The anonymised information is passed to Google and stored on servers in the United States. The collected data will not be made available to third parties, except if Google or ECNP are legally obligated to do so. More information about Google Analytics and can be found [here](#). You can turn off all Google Analytics cookies via this [link](#). ECNP also uses analytical cookies on its Facebook, Twitter and YouTube pages.

### *Contact*

If you have any questions or requests, please contact the ECNP Office by e-mail ([secretariat@ecnp.eu](mailto:secretariat@ecnp.eu)).

## **'My ECNP' – Managing your contact with ECNP**

### Access to personalised services

You do not need to create an account to access most of the ECNP website, but you do have to create an account to use personal services online and access certain web content.

The details you supply to ECNP may be combined with information from other ECNP records to:

- provide you with online services like abstract submission, registration for congresses, etc.
- save you having to keep giving the same information for different ECNP services
- allow you to access specific web content reserved for ECNP members
- help you to get more out of ECNP by keeping you up to date about ECNP activities, scientific developments and services by e-mail. (Note: This is an 'Opt-In' service only – for more information, please go to the section purpose)

'My ECNP' enables you to manage your personal information held by ECNP. If you are a member of ECNP, or have used ECNP services, an account will already exist for you which you can potentially access by logging in online through:

- use of your existing login details (username and password) if you have already used the ECNP online services ('My ECNP') previously.
- the 'forgot password' feature which, if your e-mail address is recognised, will send an e-mail to the address given which will guide you through a process to (re)set a password.