

## FACULTY RETREAT (JSP) 2025 AND RECEPTION FOR NEW PROFESSORS PRIVACY POLICY

This privacy policy applies to the FACULTY RETREAT (JSP) 2025 and THE RECEPTION FOR NEW PROFESSORS and supplements the general [EPFL privacy policy](#).

### 1. Who is responsible for the processing of your personal data and for which purposes?

The Ecole polytechnique fédérale de Lausanne (EPFL) is the data controller and processes your personal data to ensure an adequate organization, follow-up, communication and promotion of the FACULTY RETREAT 2025 AND RECEPTION FOR NEW PROFESSORS, which will take place on 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> August 2025 in Villars-sur-Ollon.

Mediacom Events is responsible for the complete organization of the event, the communication with the speakers and participants before and after the end of the event, as well as communication and promotion of the event.

The purpose of the processing of your personal data is for handling registration and attendance, reporting on the event, as well as event follow-up actions, such as sharing presentations among participants and feedback collection. It includes, in particular, lists and mailing lists for contacts, invitations, participants, reports, photographs/pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

Your personal data will not be used for any automated decision-making including profiling.

### 2. Legal basis for data processing

Mediacom Events processes your personal data in accordance with the Swiss Federal Act on Data Protection (hereinafter “FADP”) as well as, where applicable, the Regulation (EU) 2016/679 of the European parliament and of the Council of 27 April 2016 on the protection of natural persons with regards to the processing of Personal Data and on the free movement of such data (General Data Protection Regulation, hereinafter “GDPR”). The processing of your personal data is based on your consent. By registering to the event, you are consenting to the processing of data that is necessary to the organization of and your participation to the event.

### 3. What data we collect about you?

We collect the following data for organizational purposes:

- Identification and contact data, such as first name, last name, job title and affiliation, e-mail address
- Dietary requirements

Please note that there will be photos and audio and/or video recordings taken during the event based on the prior consent of the speakers and the participants. These photos/videos may be published by Mediacom Events for communication purposes. If you would prefer to opt out of

featuring in recordings, please inform the organisers at [events-inscriptions@epfl.ch](mailto:events-inscriptions@epfl.ch) or in person at the event.

#### **4. Who accesses your data and to whom is it disclosed?**

Access to your data is granted only to Mediacom Events, members of VPA directly involved in organizing the event as well as staff from the Villars Palace for organizational purposes only (room bookings and non-nominative dietary requirements). Where necessary, we may also share your information with service providers for the purposes of organizing the conference.

We will never sell your personal data for marketing purposes.

#### **5. Data Security and Data transfers**

In order to protect your personal data, a number of technical and organizational measures have been put in place.

Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorized access, taking into consideration the risk presented by the processing and the nature of the data being processed.

Organizational measures include restricting access to the data to authorized persons with a legitimate need to know for the purposes of this processing operation.

#### **6. How long do we keep your data?**

Personal data is kept as long as follow-up actions to the event are necessary with regard to the purposes of the processing of personal data as well as for the meeting and its related management (in this case 3 months).

Data necessary for logistics purposes (refund of expenses, transport, etc.) are kept according to the rules set in the [ETH Act](#) and in the [EPFL financial regulation](#).

Photos, audio and video recordings are stored at EPFL for as long as the information is deemed appropriate. Within this time, the files to be used for communication purposes and/or archived for historical purposes shall be selected. The remaining files shall be deleted.

#### **Data protection rights and Contact**

Please refer to the [EPFL privacy policy](#).

Mediacom Events

EPFL, 15.4.2025