



## Privacy Policy

### European Rotorcraft Forum (ERF)

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#### 1. Introduction

This privacy policy explains how the European Rotorcraft Forum (ERF) organization uses and protects any information that you provide when you submit an abstract or paper, register for a conference, or use our website.

The ERF is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy policy.

The personal data collected in the context of the ERF is owned by the Council of European Aerospace Societies (CEAS), as the overarching organization responsible for the ERF. CEAS maintains the central contact list of ERF participants, authors, and stakeholders, and is responsible for storing, updating, and managing these data for ERF-related purposes. All personal data are used exclusively in accordance with this privacy policy and applicable data protection legislation.

#### 2. What Information We Collect

We may collect the following information:

- Name and job title
- Contact information including email address and postal address
- Demographic information such as age, professional interests, and organizational affiliation
- Payment information for conference registration
- Dietary requirements and accessibility needs
- Website usage data through cookies and analytics

#### 3. Legal Basis for Processing

We process your personal information based on the following legal grounds:

- Contract Performance: To fulfill our obligations related to your conference registration, paper submission, and participation

- Legitimate Interest: To organize and manage conferences, improve our services, and communicate about relevant professional opportunities
- Consent: For marketing communications, photography/videography, and non-essential cookies
- Legal Obligation: To comply with tax, accounting, and other legal requirements

#### **4. How We Use Your Information**

We use the information we collect to:

- Process conference registrations and manage event logistics
- Facilitate paper submissions and peer review processes
- Provide customer support and respond to inquiries
- Improve our services and conference experience
- Send promotional emails about future conferences and professional opportunities (with your consent)
- Conduct market research to better serve our community
- Maintain internal records for administrative purposes
- Comply with legal and regulatory requirements

#### **5. Photography and Video Recording**

By registering for ERF conferences, you automatically consent to being photographed and/or video recorded during the event. This includes:

- Conference sessions, presentations, and workshops
- Networking events, receptions, and social activities
- Exhibition areas and common spaces
- Award ceremonies and special events

Use of Images/Videos: We may use these photographs and recordings for:

- Conference documentation and reporting
- Promotional materials for future ERF events
- Website content and social media

- Professional publications and newsletters
- Marketing materials for ERF and conference partners
- Educational and archival purposes

Your Rights: If you do not wish to be photographed or recorded, please contact us at [erf2026@caos.nl](mailto:erf2026@caos.nl) before the event. We will make reasonable efforts to accommodate your request, though complete avoidance may not be possible in group settings and main conference sessions.

## **6. Data Sharing and Third Parties**

We will not sell, distribute, or lease your personal information to third parties unless:

- We have your explicit consent
- We are required by law to do so
- It is necessary for conference organization (e.g., sharing with venue partners, catering services)

We may share your information with trusted service providers who assist us in operating our website, conducting our business, or serving you, provided they agree to keep this information confidential.

We may use your personal information to send you promotional information about third parties which we think you may find interesting, but only if you have specifically consented to this.

## **7. Data Retention**

We retain your personal information for the following periods:

- Conference participants: 7 years after the conference for administrative, tax, and legal purposes
- Paper submissions: 5 years for academic and archival purposes
- Marketing communications: Until you unsubscribe or request deletion
- Website analytics: 26 months
- Photos/videos: Indefinitely unless you request specific removal
- Financial records: As required by applicable tax and accounting laws

## **8. Your Data Protection Rights**

Under the General Data Protection Regulation (GDPR), you have the following rights:

- Right of Access: Request copies of your personal information
- Right to Rectification: Request correction of inaccurate or incomplete information
- Right to Erasure: Request deletion of your personal information (subject to legal obligations)
- Right to Restrict Processing: Request limitation of how we use your data
- Right to Data Portability: Request transfer of your data in a structured, machine-readable format
- Right to Object: Object to processing based on legitimate interests
- Right to Withdraw Consent: Withdraw consent for marketing communications or photography at any time

Marketing Opt-Out: You can unsubscribe from promotional emails at any time by:

- Clicking the unsubscribe link in any marketing email
- Contacting us directly at [erf2026@caos.nl](mailto:erf2026@caos.nl)
- Updating your preferences during website registration

To exercise any of these rights, please contact us using the information in Section 12.

## **9. Data Security**

We are committed to ensuring that your information is secure. We have implemented appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect, including:

- Encrypted data transmission and storage
- Access controls and user authentication
- Regular security assessments and updates
- Staff training on data protection practices

## **10. International Data Transfers**

If we transfer your data outside the EU/EEA, we ensure appropriate safeguards are in place, such as:

- Adequacy decisions by the European Commission

- Standard contractual clauses approved by the European Commission
- Binding corporate rules
- Your explicit consent for the specific transfer

## **11. Cookies and Website Analytics**

Our website uses cookies and similar technologies to:

- Ensure proper website functionality (essential cookies)
- Analyze website traffic and usage patterns
- Remember your preferences and settings
- Improve user experience
- Provide personalized content

You can control cookie settings through your browser preferences. However, disabling certain cookies may affect website functionality.

## **12. Contact Information**

For all privacy-related inquiries, including:

- Data access, correction, or deletion requests
- Marketing opt-outs and consent withdrawal
- Photography and recording concerns
- General privacy questions
- Data breach reports

Contact us at: Email: [erf2026@caos.nl](mailto:erf2026@caos.nl) Subject Line: "Privacy Inquiry - [Your Request Type]"

We will respond to all privacy requests within 30 days of receipt.

## **13. Links to Other Websites**

Our website may contain links to other websites of interest. However, once you leave our site using these links, we do not have control over those other websites. We cannot be responsible for the protection and privacy of any information you provide while visiting such sites, and such sites are not governed by this privacy policy. Please exercise caution and review the privacy policies of any websites you visit.



#### 14. Data Security Breaches

In the event of a data breach affecting your personal information, we will:

- Notify relevant supervisory authorities within 72 hours (where required by law)
- Inform affected individuals without undue delay if there is a high risk to their rights and freedoms
- Take immediate steps to contain and remedy the breach
- Conduct a thorough investigation and implement measures to prevent future breaches

#### 15. Updates to This Policy

We may update this privacy policy periodically to reflect changes in our practices, legal requirements, or business operations. When we make changes:

- The updated policy will be posted on our website with a new "Last Modified" date
- For significant changes, we will notify you via email to your registered address
- Continued use of our services after policy updates constitutes acceptance of the changes

We encourage you to review this policy regularly to stay informed about how we protect your information.

#### 16. Complaints and Supervisory Authority

If you believe we have not handled your personal information in accordance with this policy or applicable data protection laws, you have the right to lodge a complaint with your local data protection supervisory authority.

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**About this Policy: This privacy policy applies to all ERF services, websites, conferences, and related activities. If you have any questions about this policy or our privacy practices, please don't hesitate to contact us.**

This privacy policy sets out how the European Rotorcraft Forum ERF organization uses and protects any information that you give to the ERF when you submit an abstract or paper or when you register for a conference.

The ERF is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.



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