2020 International Symposium on Medical Robotics

Georgia Institute of Technology Office of Conference Services

EU General Data Protection Regulation Privacy Notice

This is the Georgia Institute of Technology’s (Georgia Tech) Office of Conference Services 2020 International Symposium on Medical Robotics’ (“ISMR 2020”) privacy and legal notice for compliance with the European Union General Data Protection Regulation (“EU GDPR”).

Lawful Basis for Collecting and Processing of Personal Data

ISMR 2020 will feature keynotes, semi-plenary talks, and workshop(s)/tutorial(s), in addition to oral/poster presentations. ISMR 2020 will bring together people from engineering, medicine, and industry, who are working in various areas within the field of medical robotics, thereby creating a common platform for exchanging ideas and fostering future developments in the field. Georgia Tech is hosting the ISMR 2020 on its Atlanta, Georgia campus and is hosting the website for registration to attend the ISMR 2020. In order to register ISMR 2020 conference participants and provide conference services, it must collect, use and process this personal data.

The lawful basis for the collection and processing of personal data by Georgia Tech’s Office of Conference Services falls under the following category:

- Processing is necessary for the purposes of the legitimate interests pursued by Georgia Tech or third parties in hosting ISMR 2020 and providing the attendee registration platform for ISMR 2020.

Types of Personal Data collected and why

In order for Georgia Tech to register IMSR conference participants and provide conference services, it needs to collect the following categories of personal data:

- Name
- Contact information including, without limitation, email address, physical address, phone number, and other location data
- Unique personal identifiers and biographical information (e.g. date of birth)
- Photographs and video/audio of you
- Details of your education and/or employment qualifications

The personal data collected by Georgia Tech’s Office of Conference Services will be shared as follows:

<table>
<thead>
<tr>
<th>Georgia Tech Unit</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wallace H. Coulter Department of Biomedical Engineering (“BME”)*</td>
<td>To send out information regarding future conferences/events and provide follow-up information regarding ISMR 2020 (conference feedback survey, where to find images, social media, etc.)</td>
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</tbody>
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*Please note that BME is a joint program between Georgia Tech and Emory University, however Emory University personnel will not have access to the personal data collected by Georgia Tech’s Office of Conference Services.
<table>
<thead>
<tr>
<th>Third-Party Name</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>Institute of Electrical and Electronics Engineers (IEEE)</td>
<td>As a technical co-sponsor, the names and credentials of authors on papers submitted for publication will be provided to IEEE.</td>
</tr>
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</table>

Georgia Tech is a unit of the Board of Regents of the University System of Georgia (the “BOR”), and data is shared with the BOR and its employees.

If you have specific questions regarding the collection and use of your personal data, please contact the Office of Enterprise Data Management at eugdpr@edm.gatech.edu

If a data subject refuses to provide personal data that is required by Georgia Tech in connection with one of Georgia Tech’s lawful bases to collect such personal data, such refusal may make it impossible for Georgia Tech to provide the requested services for ISMR 2020.

**Where Georgia Tech gets Personal Data and Special Categories of Sensitive Personal Data for ISMR 2020**

Georgia Tech receives personal data and special categories of sensitive personal data directly from the data subject when registering for ISMR 2020, or under the direction of the data subject who has provided it to a third party (for example, submission and review of papers for ISMR 2020 to PaperCept, Inc.)

**Individual Rights of the Data Subject under the EU GDPR**

Individual data subjects covered by Georgia Tech’s EU General Data Protection Regulation Compliance Policy will be afforded the following rights:

a) information about the controller collecting the data  
b) the data protection officer contact information  
c) the purposes and legal basis/legitimate interests of the data collection/processing  
d) recipients of the personal data  
e) if Georgia Tech intends to transfer personal data to another country or international organization  
f) the period the personal data will be stored  
g) the existence of the right to access, rectify incorrect data or erase personal data, restrict or object to processing, and the right to data portability  
h) the existence of the right to withdraw consent at any time  
i) the right to lodge a complaint with a supervisory authority (established in the EU)  
j) why the personal data are required, and possible consequences of the failure to provide the data  
k) the existence of automated decision-making, including profiling  
l) if the collected data are going to be further processed for a purpose other than that for which it was collected

**Note: Exercising of these rights is a guarantee to be afforded a process and not the guarantee of an outcome.**

Any data subject who wishes to exercise any of the above-mentioned rights may do so by filling such request with the Office of Enterprise Data Management at eugdpr@edm.gatech.edu
Cookies

Cookies are files that many websites transfer to users’ web browsers to enable the site to deliver personalized services or to provide persistent authentication. The information contained in a cookie typically includes information collected automatically by the web server and/or information provided voluntarily by the user. Our website uses persistent cookies in conjunction with a third party technology partner to analyze search engine usage and web traffic patterns. This information is used in the aggregate to monitor and enhance our web pages. It is not used to track the usage patterns of individual users.

Security of Personal Data subject to the EU GDPR

All personal data and special categories of sensitive personal data collected or processed by Georgia Tech under the scope of the Georgia Tech EU General Data Protection Regulation Compliance Policy must comply with the security controls and systems and process requirements and standards of NIST Special Publication 800-171 as set forth in the Georgia Tech Controlled Unclassified Information Policy.

Georgia Open Records Act

As a state university, Georgia Tech is subject to the provisions of the Georgia Open Records Act (ORA). Except for those records that are exempt from disclosure under the ORA, the ORA provides that all citizens are entitled to view the records of state agencies on request and to make copies for a fee. The ORA requires that Georgia Tech produce public documents within three business days. For more information on Georgia Tech’s ORA compliance, please visit the Open Records Act page on the Legal Affairs website.

Data Retention

Georgia Tech keeps the data it collects for the time periods specified in the University System of Georgia Records Retention Schedules: https://www.usg.edu/records_management/schedules/

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Schedule Link</th>
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</thead>
<tbody>
<tr>
<td>Event</td>
<td><a href="https://www.usg.edu/records_management/schedules/924">https://www.usg.edu/records_management/schedules/924</a> Number: 0472-02-016</td>
</tr>
<tr>
<td>Administration Records</td>
<td></td>
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<tr>
<td>Films, Videotapes, Photographs and Sound Recordings</td>
<td><a href="https://www.usg.edu/records_management/schedules/924">https://www.usg.edu/records_management/schedules/924</a> Number: 0472-02-017</td>
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