

INFORMATION NOTICE and CONSENT FORM PERSONAL DATA PROCESSING FOR TRAVELS ORGANISED BY ECRIN

You will participate in meeting(s) to be held by ECRIN at its headquarters in Paris, 30 Boulevard Saint Jacques, 75014 Paris or organised by ECRIN off site.

If you require ECRIN's support for either travel arrangements or hotel accommodations, note that this activity involves the processing of personal data both by ECRIN and its service providers for these purposes. To comply with the data privacy laws in place in the EU, ECRIN requires your consent for the data processing activities outlined below.

For travel arrangements (flights, trains, bus trips)

ECRIN entered into a Travel services agreement with UVET in May 2019 to facilitate and speed up the business travel booking process for its employees and collaborators. UVET is a Travel Agency registered in France, 100-102 Rue Gabriel Perry, 93 2016 Paris, which provides travel management and other travel agency services, such as but not limited to "online booking", "travel reporting", etc.

For accommodations (hotel reservations)

ECRIN works with third parties, namely hotels and dedicated booking platforms. If you request ECRIN's support for hotel booking, you will be given the name and location of a hotel that suits the needs of your travel, with your approval ECRIN will handle the reservation process.

For reimbursement (if charges covered upfront)

ECRIN banks with Crédit Industriel et Commercial (CIC). If you require reimbursement for travel booked directly by yourself, CIC will process your personal data for reimbursement.

Before you decide whether you authorise ECRIN to process your data and share it with its Travel agency – UVET, a hotel /booking platform, and or CIC, for the purpose of travel arrangements for you to attend ECRIN's meetings, please read carefully the following information.



If you have any questions, please refer them to the Legal Manager at ECRIN (legal@ecrin.org). Ensure all your questions are answered to your satisfaction before deciding and sharing the relevant personal data.

If you agree to ECRIN's travel arrangements policy and conditions as explained below, please confirm your agreement by email so that our administrative department can proceed with travel arrangements.

For practical purposes, we will use your email confirmation to confirm your agreement.

In case you don't want ECRIN to handle the travel arrangements for you, please do not share any personal information with ECRIN and consider other options.

1. PERSONAL DATA

1.1. Which personal data may ECRIN collect in relation to travel needs (booking/reimbursement)?

Depending on the situation a selection of the following categories of Personal data may be required:

Your name and surname, date of birth, sex, personal address, including telephone number and email address, financial details (credit/debit card, bank details), booking preferences, travel documents (passport/ID number), care needs if required (medical, dietary, mobility etc), dining preferences, other travel details (vehicle registration, excursion bookings), booking details, reference numbers, travel itineraries, flight bookings, visa details.

1.2. What information ECRIN may pass on to its Travel Agency - UVET?

Only the information described in Article 1.1. UVET will create a temporary "Traveller profile" file that will include the data you provided. For non-ECRIN personnel, this profile is deleted after the travel is completed.

UVET works with 3rd parties to book your travel arrangements (the process of selling air tickets or in the process of provision of a service consisting of the carriage of persons or thing, etc). UVET PARTNERS include but are not limited to airlines, hotels, tour operators, transport companies, excursion providers, airport authorities, insurance companies, car hire companies and cruise companies.



1.3 What information ECRIN may pass on to the booking agent for your hotel reservations (including their affiliated 3rd parties)

Only the information described in Article 1.1.

1.4 What information ECRIN may pass on to CIC

Only the name, surname and financial details.

1.5 Who will have access to your information within ECRIN?

Only the competent internal departments, meaning the administration department handling your professional travels and the department(s) organising the event, as necessary.

2. LEGAL BASIS FOR THE PROCESSING OF PERSONAL DATA

2.1. On which legal basis is personal data being processed?

Your prior consent: where you have clearly expressed your approval of ECRIN and its service providers processing of your Personal Data.

3. DATA STORAGE

3.1. Where does ECRIN store your data?

The data that you provided to ECRIN for these Purposes are stored on the infrastructure servers of ECRIN located in France in line with ECRIN's security rules.

3.2. Where does UVET store your data?

UVET will store your personal data in France.

Data may be transferred outside France according to the ECRIN-UVET Travel services agreement depending on your destination. UVET will process your data exclusively in the European Union or in countries that provide an adequate level of protection, unless the traveller destination is outside this scope.

3.3. Where is your data stored for the accommodations?

ECRIN endeavours to work with hotels and booking agencies that store the information within the European Union, however given the international nature of the travel sector cannot guarantee that the 3rd parties do not transfer some data outside its borders.

3.4. Where is your data stored for reimbursement?

CIC, a French banking institution, works to store information in France.



4. DURATION

How long will ECRIN/UVET retain your Personal Data for the purposes described in Article 2?

ECRIN will retain and process your personal data as well as the entire file associated with your travels during the entire period of project/activity you are involved in and for the following audit period as per the legal obligations.

UVET will keep and process your personal data as well as the entire file associated with your travels for the duration of the event, and they will delete it afterwards.

However, your personal data might be kept for longer periods as required or permitted by law, or as necessary to comply with accounting and tax obligations or any other legal requirements. In such a case, you will be informed in due course.

5. DATA CONTROLLER

For the purposes stated above related to travel arrangements and reimbursement, ECRIN acts as a data controller¹ while UVET and CIC act as data processors². (See Definitions below)

For the purposes stated above related to accommodation booking, please note as per the terms and conditions outlined on most booking platforms, the accommodation providers act as data processors. However, the activities of these online reservation platforms are beyond the control of ECRIN. If you have any doubts, you can reach out to ECRIN for information on the booking platform and inform yourself of their data processing activities.

6. YOUR RIGHTS

6.1 Personal data controlled by ECRIN

ECRIN will ensure that you can exercise your rights pertaining to your Personal Data for travel arrangements and reimbursement.

To that end, ECRIN informs you that you are entitled:

¹ Data controller means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data (Source: EU General Data Protection Regulation- GDPR)

² Data processor means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller (Source: EU General Data Protection Regulation- GDPR)



- a) to have access upon simple request to your Personal Data – in which case you may receive a copy of such data (if requested)
- b) to obtain a rectification of your Personal Data should be inaccurate, incomplete or obsolete.
- c) to obtain the deletion of your Personal Data (right to be forgotten’);
- d) to withdraw your consent from the data processing, where your Personal Data has been collected and processed based on your consent.
- e) to object to the processing of your Personal Data, in which case you will need to justify your request by explaining to us your situation.
- f) to request a limitation of the data processing in the situations set forth by applicable law.
- g) to receive your Personal Data for transmission from ECRIN to a third-party, where technically feasible (data portability right allowed only where the processing is based on your consent)
- h) to file a complaint to French supervisory authority which is the CNIL (French data protection authority) located at: 3 Place de Fontenoy - TSA 80715 - 75334 PARIS CEDEX 07 .

CNIL Website: <https://www.cnil.fr/fr/cnil-direct/question/adresser-une-reclamation-plainte-la-cnil-quelles-conditions-et-comment>

6.2 Personal data processed for accommodations

The online booking platforms (Booking.com, Hotels.com, individual hotel websites, etc) used to reserve accommodations have implemented their own data protection policies. We invite you to inquire upon agreement which platform could concern your booking and inform yourself of your rights.

7. CONTACT PERSON

If you have any questions about how your personal data is being processed within this context or if you would like to exercise your data subject rights, please email your request to our Legal manager and DPO at legal@ecrin.org, for consideration.

You may also reach out to ECRIN Executive assistant (admin@ecrin.org) who can provide more details on the booking procedure, forward necessary questions to the legal manager and to whom you will have to confirm your consent for data processing.