



INFORMATION ON DATA PROCESSING IN CONNECTION WITH EVENTS ORGANISED BY ACIB GMBH

Version 1.0, valid from 1 September 2026, ISMS-DS-E-20

This privacy notice informs you about the processing of your personal data by acib GmbH in connection with the organisation and running of events, in accordance with Articles 13 and 14 of the GDPR. It applies to all conferences, symposia, workshops, specialist conferences and accompanying programmes, training events and social events organised by acib GmbH itself or in cooperation with partner institutions, in particular the recurring international specialist conference 'esib' (European Summit of Industrial Biotechnology) as well as comparable event formats and specialist conferences.

Events organised by acib GmbH regularly comprise a scientific programme featuring presentations and poster sessions, an accompanying programme including social events (e.g. evening events, excursions, networking meetings), photographic and video documentation of the proceedings for public relations purposes, and, where applicable, live streaming or a hybrid format with virtual participation. Depending on the event, sponsorship and exhibition spaces, press accreditation and an external event management or ticketing platform may also be utilised. acib is the sole data controller within the meaning of Article 4(7) of the GDPR for the personal data processed in this context, unless joint controllership exists with a co-organising institution in individual cases (see Section 5.3).

SCOPE: This information applies to the period from registration for an event until the completion of follow-up work, including the use of photographs and video recordings for documentation and public relations purposes beyond the end of the event. It does not apply to employees of acib GmbH in their capacity as the organising team, for whom the separate data protection information for employees applies. Separate data protection notices apply to other areas (application procedures, academic collaborations, funding bodies, newsletters, guest access) and can be found at <https://www.acib.at/privacy>. The summaries on the acib website are intended for day-to-day use; for legal matters, this detailed version is authoritative.

RELATIONSHIP TO CONTRACTUAL PROVISIONS: This notice supplements the relevant event registration form, including the terms and conditions of participation, contracts with sponsors and exhibitors, agreements with co-organising institutions, and the terms of use for the event management and streaming platforms employed. In the event of any conflict between this privacy policy and more specific contractual agreements, the more specific provisions shall take precedence. Subsequent versions of this document shall replace earlier versions from the respective effective date stated therein.

1 DATA CONTROLLER AND CONTACT

The data controller responsible for data processing in connection with events is

acib GmbH	Krenngasse 37/2, A-8010 Graz, Austria
Email	office@acib.at
Website	https://www.acib.at
Commercial Register Court	Regional Court for Civil Matters, Graz
Company register number	FN 224687y
VAT number	ATU54545504
Contact person for data protection enquiries	privacy@acib.at

2 CATEGORIES OF DATA SUBJECTS

In connection with our events, we process personal data relating to the following groups of individuals:

GROUP OF INDIVIDUALS	DESCRIPTION
Participants	People who have registered for an event, including accompanying persons at social events.
Speakers and presenters	People who are delivering a talk, a poster presentation or a workshop session as part of the academic programme.
Sponsors and exhibitors	Representatives of companies and institutions who have booked exhibition space or are providing sponsorship.
Media representatives	Journalists and other press representatives with press accreditation.
On-site service providers	Photographers, videographers, catering staff and technical staff commissioned by acib, insofar as their contact details are processed as part of the organisation.
Third parties depicted	People who are photographed or filmed during the event without being participants themselves, such as passers-by in the background of a picture.

3 CATEGORIES OF DATA PROCESSED

We process the following categories of data which you provide to us directly, which are collected during the event, or which are provided to us by co-organising institutions or sponsors:

CATEGORY	DESCRIPTION
Registration and contact details	
Personal information	First name and surname, academic title, institution/company, role

Contact details	Email address, telephone number, billing address
PARTICIPATION AND PROGRAMME DETAILS	
Participation details	Selected programme items, workshop choices, badge/access details for sessions
Special requirements	Dietary requirements (e.g. allergies, intolerances), details of mobility or accessibility needs – all on a voluntary basis
Speaker details	Short biography, photograph, presentation materials, abstract, publication details
PAYMENT AND INVOICING DETAILS	
Payment details	Registration fee, invoicing details, payment status, where processed via a ticketing platform or directly
Sponsorship/exhibitor details	Contract details, invoicing details and contact persons for sponsors and exhibitors
IMAGE AND AUDIO RECORDINGS	
Photographs	Photographic documentation of the scientific programme, the supporting programme and social events
Video recordings	Film documentation, recordings of presentations, livestream recordings
Consent forms	Documentation of consent granted or refused for photographic and video recordings
FEEDBACK AND FOLLOW-UP DATA	
Evaluation data	Responses from feedback and satisfaction surveys, where completed voluntarily
Certificates of attendance	Certificates of attendance issued and associated supporting data

4 PURPOSES OF PROCESSING

We process data for the following purposes:

PURPOSE	DESCRIPTION
Registration and organisation	Processing of registrations, compiling the list of participants, communication regarding organisational matters.
Programme planning	Coordination of presentations, poster sessions and workshops, including speaker details.
Payment processing	Settlement of participation fees, issuing of invoices, processing via a ticketing platform, where used.
Accommodating special requirements	Organisation of catering, taking into account dietary requirements and accessibility measures.
Photographic and video documentation	Production of photographs and video footage to document the event and for public relations purposes (website, social media, annual report).
Live streaming and hybrid participation	Broadcasting of programme items for virtual participants, where available.

PURPOSE	DESCRIPTION
Sponsorship and exhibition coordination	Handling of sponsorship and exhibition contracts, allocation of stand space, listing in programme materials.
Press accreditation	Review and management of press enquiries and accreditations.
On-site security	Access control, compliance with security and evacuation plans.
Follow-up and certification	Dispatch of attendance certificates, analysis of feedback, preparation of post-event reports

5 LEGAL BASIS FOR PROCESSING

5.1 OVERVIEW OF LEGAL BASES

The processing of personal data is carried out on the basis of the following legal grounds:

- Article 6(1)(b) of the GDPR (performance of a contract): Processing your registration, handling payments and organisational communication in connection with your participation.
- Article 6(1)(a) of the GDPR (consent): For the taking and publication of photographs and video recordings in which you are recognisable as an individual, as well as for the voluntary provision of dietary or accessibility requirements.
- Article 6(1)(f) of the GDPR (legitimate interests): Documentation of the event as part of editorial reporting on the proceedings as a whole (e.g. overview shots of the audience and premises), on-site security, and public relations activities to showcase the scientific activities of acib GmbH.
- Art. 6(1)(c) GDPR (Legal obligation): To fulfil tax and fiscal record-keeping obligations in relation to accounting, as well as export control requirements for participants from third countries with access to dual-use-relevant presentation content.

5.2 MAPPING OF PROCESSING PURPOSES TO LEGAL BASES

The table below assigns the specific legal basis and the relevant special provision to each purpose mentioned in Chapter 4.

SPECIFIC PROCESSING ACTIVITY	LEGAL BASIS UNDER THE GDPR	SPECIFIC PROVISION / SUPPLEMENT	LEGITIMATE INTEREST (UNDER POINT (F))
Registration and organisation	Article 6(1)(b)	---	---
Programme planning, speaker details	Article 6(1)(b)	---	---
Payment processing, invoicing	Art. 6(1)(b) and (c)	Austrian Commercial Code (UGB), Austrian Tax Code (BAO)	---

SPECIFIC PROCESSING ACTIVITY	LEGAL BASIS UNDER THE GDPR	SPECIFIC PROVISION / SUPPLEMENT	LEGITIMATE INTEREST (UNDER POINT (F))
Taking special needs into account	Art. 6(1)(a)	---	---
Photographs and video recordings of individuals	Art. 6(1)(a)	Section 78 of the Austrian Copyright Act (UrhG)	---
Overview shots of the audience/venues	Art. 6(1)(f)	Section 78 of the Austrian Copyright Act (UrhG)	Public relations and documentation
Live streaming and hybrid participation	Art. 6(1)(a)	---	---
Sponsorship and exhibition coordination	Art. 6(1)(b)	Sponsorship agreement	---
Press accreditation	Art. 6(1)(f)	---	Media relations and visibility
On-site security	Art. 6(1)(f)	---	Protection of participants and staff
Export control checks for dual-use items	Art. 6(1)(c)	AußWG, Regulation (EU) 2021/821	---
Follow-up, certification, feedback	Art. 6(1)(b) and (f)	---	Quality assurance for future events

5.3 RESPONSIBILITY FOR JOINTLY ORGANISED EVENTS

acib GmbH is the sole data controller within the meaning of Article 4(7) of the GDPR for the processing of your personal data in connection with an event, provided that the event is organised solely by acib. If an event, in particular the esib conference, is organised jointly with one or more partner institutions, joint controller status may apply in accordance with Article 26 of the GDPR with regard to the jointly used participant data (e.g. shared registration platform, shared programme). In this case, an agreement between the co-organising institutions specifies, in particular, which body fulfils the information obligations under Articles 13 and 14 of the GDPR and how data subjects' enquiries are to be coordinated and processed. The key provisions of such an agreement will be made available on request.

Event management, ticketing or streaming platforms used process data as data processors in accordance with Article 28 of the GDPR, following the instructions of acib GmbH. A list of the data processors used is available on request via privacy@acib.at; product-specific details are not covered by this privacy policy.

6 RECIPIENTS AND CATEGORIES OF RECIPIENTS

Within acib GmbH, only staff members involved in organising the event have access to your data. In addition, we disclose your personal data in the following cases:

RECIPIENT CATEGORY	DESCRIPTION
Event management and ticketing platform providers	As data processors for the technical handling of registration, payment transactions and participant management.
Co-organising institutions	In the context of jointly organised events, in particular the esib conference, for the joint coordination of the programme and participants.
Photographers and videographers	Externally commissioned service providers for the production of image and audio recordings.
Catering companies and other on-site service providers	Where necessary to accommodate dietary requirements or for technical implementation.
Sponsors and exhibitors	As part of contractually agreed consideration, e.g. inclusion in lists of participants, provided your consent has been given.
Media and the public	Publication of photographic and video material on the acib website, on social media and in publications as part of public relations activities.
Public authorities	Tax authorities and other public authorities, where required by law, as well as security authorities in the context of export control checks.

7 FREEDOM OF INFORMATION (IFG)

As acib GmbH is subject to scrutiny by the Court of Auditors, we are obliged to provide information in accordance with the Freedom of Information Act (IFG). We carry out a rigorous balancing of interests in each individual case to safeguard your personal data to the fullest extent permitted by law.

8 SOURCE OF DATA

Where we do not collect data directly from you, it originates in particular from the following sources:

SOURCE	DESCRIPTION
Direct collection	Information that you provide yourself as part of the online registration process or on site.
Co-organising institutions	Participant and programme data in the context of jointly organised events.
Sponsors and exhibitors	Contact details of the contact persons you have nominated.
Event management platform	Automatically generated registration and payment data in connection with the use of the ticketing platform.
On-site image and audio recordings	Data collected as part of photographic and film documentation.

9 INTERNATIONAL DATA TRANSFERS AND TRANSFERS TO THIRD COUNTRIES

Where data is transferred outside the EU or the EEA in connection with the event – for example, to an internationally operated event management or streaming platform, or to international speakers and co-organising institutions – this is carried out exclusively in strict compliance with the legal provisions set out in Article 44 et seq. of the GDPR.

MECHANISM	DESCRIPTION
Adequacy decisions by the European Commission	Preference is given to transfers to third countries for which the European Commission has determined that an adequate level of data protection exists.
Data transfers to the USA	In the case of US-based platform providers, we rely primarily on the EU-US Data Privacy Framework (DPF), provided the recipient is certified accordingly.
EU Standard Contractual Clauses (SCCs) and supplementary measures	In the absence of an adequacy decision, we agree with the data recipients to use the Standard Contractual Clauses issued by the European Commission, together with supplementary technical measures where necessary.
Export control restrictions	Where participants from third countries access dual-use-related presentation content in accordance with EU Regulation 2021/821, additional restrictions apply.
Sanctioned countries and embargoes	Transfers to countries subject to international sanctions or embargoes shall only take place in strict compliance with export control regulations.

10 RETENTION PERIOD, DATA PROTECTION

We store your personal data only for as long as is necessary to fulfil the relevant purposes or as required by statutory retention obligations.

DATA CATEGORY	RETENTION PERIOD	REASON
Registration and contact details	Up to 2 years after the event, after which the data is deleted or anonymised	Follow-up, invitations to subsequent events
Payment and invoicing details	7 years in accordance with the Austrian Commercial Code (UGB) and the Austrian General Tax Code (BAO)	Retention obligations under tax and social security legislation
Dietary and accessibility information	Until the end of the event, then deleted immediately	Purpose ceases to apply upon completion of the event
Photographs and video recordings	For the duration of the legitimate interest in public relations work, usually up to 10 years, provided that consent is not withdrawn	Documentation and archiving purposes

DATA CATEGORY	RETENTION PERIOD	REASON
Evidence of consent (photos/videos)	For the duration of the use of the relevant material plus any limitation periods	Accountability pursuant to Article 5(2) of the GDPR
Feedback and evaluation data	1 year after the event, followed by anonymisation	Quality assurance for future events

11 DATA SECURITY AND TECHNICAL AND ORGANISATIONAL MEASURES

As a key organisation, acib GmbH is subject to the provisions of the NISG 2026 as well as the GDPR. To protect your personal data, acib has implemented appropriate technical and organisational measures in accordance with Article 32 of the GDPR. This includes, in particular:

- Encryption of data during transmission (TLS 1.2+) and at rest (AES-256)
- A role- and rights-based access concept based on the ‘need-to-know’ principle, restricted to the organising team
- Separate management of video and audio recordings with clear labelling of their intended use
- Careful selection and contractual obligations of data processors (event management, ticketing and streaming platforms) in accordance with Article 28 of the GDPR
- Logging of security-related events and centralised SIEM monitoring for the IT systems in use
- Regular internal and external penetration tests, as well as an ISMS based on ISO/IEC 27001

Further information can be found in our Transparency and Trust Centre at <https://www.acib.at/ttc>.

12 YOUR RIGHTS AS A DATA SUBJECT

12.1 INDIVIDUAL RIGHTS

Under the GDPR, you have the following rights:

RIGHT	DESCRIPTION
Right of access (Art. 15 GDPR)	Information as to whether and which of your personal data we process, as well as a copy of this data.
Right to rectification (Art. 16 GDPR)	Rectification of inaccurate personal data or completion of incomplete personal data.
Right to erasure (Art. 17 GDPR)	Erasure of your personal data, provided there is a legal basis for doing so and no retention obligations prevent this.

Right to restriction of processing (Art. 18 GDPR)	Restriction of processing under certain conditions.
Right to data portability (Art. 20 GDPR)	Receipt of your registration data in a structured, commonly used and machine-readable format, provided that the processing is based on consent or a contract and is carried out by automated means.
Right to object (Art. 21 GDPR)	Objection to processing based on Article 6(1)(f) of the GDPR, in particular to the taking of overview photographs for documentation purposes.
Withdrawal of consent (Article 7(3) of the GDPR)	Withdrawal at any time of consent previously given, in particular regarding photographs and video recordings, without affecting the lawfulness of processing carried out up to that point.
Right to lodge a complaint with the supervisory authority (Article 77 of the GDPR)	You may lodge a complaint with the relevant data protection supervisory authority.

12.2 EXERCISING YOUR DATA SUBJECT RIGHTS

You may exercise the rights set out in section 12.1 at any time, without any formal requirements and free of charge. We have established a dedicated process to ensure efficient and transparent handling of such requests. The following contact channels are available to you for this purpose:

- **PRIMARY CHANNEL (RECOMMENDED):** by email to privacy@acib.at – this email address is used exclusively for data protection matters.
- **SECURITY INCIDENTS AND TECHNICAL DATA PROTECTION QUERIES:** security@acib.at (exclusively for reports of data breaches, IT security incidents or technical protective measures).

To ensure your enquiry can be clearly identified, please provide the following information:

- First name and surname, as well as your role and company affiliation, if applicable
- The specific right being exercised (e.g. right of access, rectification, erasure)
- Subject matter and time period or project reference, if known

Where there are reasonable grounds to doubt your identity, we are entitled, in accordance with Article 12(6) of the GDPR, to request additional information to verify your identity. We limit this request to what is strictly necessary to prevent misuse and to protect your data from unauthorised access.

PROCESSING TIMEFRAMES IN ACCORDANCE WITH ARTICLE 12(3) OF THE GDPR: We will provide you with information regarding the measures taken in response to your request without undue delay, and in any event within one month of receiving the request. This period may be extended by a further two months, taking into account the complexity and number of requests. We will inform you of any such extension and the reasons for it within one month of

receiving your request. If you submit your request electronically, we will, where possible, respond electronically as well, unless you specify otherwise.

If we do not act on your request, we will inform you without delay, and at the latest within one month of receiving the request, of the reasons for this and of the possibility of lodging a complaint with the supervisory authority or seeking a judicial remedy (Article 12(4) of the GDPR).

COSTS: Your request will be processed free of charge. In the case of manifestly unfounded requests or – particularly in the event of frequent repetition – excessive requests, we may, in accordance with Article 12(5) of the GDPR, either charge a reasonable fee or refuse to process the request; the burden of proof regarding the manifestly unfounded or excessive nature of the request lies with acib.

INTERNAL PROCESS: Upon receipt of your request, you will receive an acknowledgement of receipt within five working days, together with a reference code. The data protection team will then review the admissibility of the request using the dual-control principle, identify the relevant systems and processing activities, and coordinate the response with the relevant specialist departments (IT, project management, legal, HR).

WITHDRAWAL OF CONSENT: If you have given your consent (e.g. to photographs or video recordings in which you are recognisable as an individual), you may withdraw this consent at any time with future effect via the contact channels listed above. The lawfulness of the processing carried out prior to the withdrawal remains unaffected (Article 7(3) of the GDPR).

12.3 COMPETENT SUPERVISORY AUTHORITY IN AUSTRIA:

AUSTRIAN DATA PROTECTION AUTHORITY, Barichgasse 40–42, 1030 Vienna, Austria

Telephone: +43 1 521 52-0

Email: dsb@dsb.gv.at

Website: <https://www.dsb.gv.at>

LODGING A COMPLAINT: Complaints can be lodged online using the form on the Data Protection Authority's website, by email or by post. The procedure is free of charge for you.

13 OBLIGATION TO PROVIDE DATA

Providing your registration details (name, contact details and, where applicable, payment details) is a prerequisite for taking part in the event. Registration is not possible without this information. Providing details of dietary or accessibility requirements, as well as consent to photography and video recording, is voluntary; participation is possible even without this information, although individually identifiable recordings will not be made without consent.

14 ANALYSIS OF BUSINESS DATA AND USE OF AI TOOLS

acib GmbH may use AI-supported tools when processing image and video material and when compiling summaries of presentations, for example for the automated transcription of presentations or the creation of highlight reels. Individually recognisable recordings will not be published automatically without prior human review.

acib GmbH does not use automated decision-making, including profiling, in accordance with Article 22 of the GDPR, which produces legal effects concerning you or similarly significantly affects you. Decisions with legal implications are always made by humans (human-in-the-loop).

We reserve the right to analyse anonymised or aggregated event data (e.g. participant numbers, feedback evaluations) for internal purposes and for the planning of future events. Your personal data is expressly not used for training AI models.

15 COPYRIGHT NOTICE

This privacy policy was created with the assistance of artificial intelligence systems (including Perplexity) and edited by acib GmbH. It constitutes a copyright-protected work of acib GmbH. The copyright in the structure, wording and compilation of the content rests exclusively with acib GmbH. Any form of reproduction, distribution, adaptation or public communication, even in part, requires the prior written consent of acib GmbH. Unauthorised use, in particular the reproduction of the texts for one's own commercial purposes, is prohibited and may be subject to legal action.