



## PRIVACY AND EVENT PARTICIPATION POLICY

The organisers of the Research Data Alliance 23rd Plenary Meeting (RDA P23) will collect personal information directly from you only via the registration form fields, during the online registration process. Personal information is limited to your job title, professional title, name, email, organisation (employer), location, and information related to accessibility needs (if any). The organisers will not collect personal information about you from any publicly available sources or via other means.

## DISCLAIMER

### ❖ By participating in P23:

1. You consent to being filmed, interviewed, photographed, and recorded (the 'Recordings') during and in connection with the event by the RDA P23 organisers, partners, and/or affiliates. You also agree that the organisers may use, publish, edit, and incorporate the recordings as they deem fit to use them, including in connection with any promotional purposes, advertising, exhibition, streaming, webcasting, reproduction, or other publication.
2. You agree to release the P23 parties, their employees, and each and all persons involved with the P23 from (i) any and all liability connected with the recordings, and (ii) any and all claims that you have or may have for infringement of proprietary rights, invasion of privacy, violation of the right of publicity, defamation, or any other cause of action you have or may have arising from or in connection with the foregoing. By default, you agree to waive any right to inspect or approve the recordings. You may, however, request the P23 organisers to take down any image, which will be done in a timely manner if the request is deemed appropriate.
3. You agree to waive and release the P23 organisers from present and future claims and all liabilities of any kind, known or unknown, arising from your participation in the P23 or related activities.
4. You agree you have been fully informed of your consent, waiver of liability, and release before participating in the P23.

## ONLINE EVENT PLATFORM WHOVA [hu:va]

RDA P23 uses Whova [hu:va] online event platform to conduct the event. Registration details for this event and your personal data are stored on the servers of Whova. For the Whova Privacy Policy and information on how to opt out from Whova communications please visit <https://whova.com/privacy/> and Whova Terms of Use <https://whova.com/terms/>.

The organisers will use your personal information for only the following purposes, for which permission is requested:

- \* For activities directly related to the management of the P23.
- \* To publish a delegate list (name, affiliation, country) on the dedicated RDA P23 webpage, but without contact details.
- \* To contact you with necessary and useful information about the P23 (start times, logistical information, changes in programme, etc.).

- \* To provide public summary, non-identified information about delegates (i.e., numbers from different countries, numbers in different professional roles).
- \* To contact you to request feedback about your experience at the P23.
- \* To contact you about future RDA Plenary Meetings (managed through an email list from which you may easily unsubscribe).

The organisers will not give your personal information to any third party unless one of the following applies:

- \* You have specifically consented or requested us to do so.
- \* You would reasonably expect that your information be passed on to the recipient as part of the provision of products or services to you ancillary to your registration for the P23.
- \* It is required or authorised by law.
- \* It will prevent or lessen a serious and imminent threat to somebody's life or health.

## **CANCELLATION & REFUND POLICY**

P23 registration fees are subject to the below cancellation.

Once purchased, RDA P23 tickets are non-refundable under any circumstances. This includes cancellations made by the ticket holder for any reason.

### **Ticket Transfer:**

\* If you are unable to attend the plenary, you may transfer your ticket to another person. Ticket transfer must be done by following these steps:

\*Transfer Notification: You must notify the event organiser about the transfer of your ticket by emailing [PLENARY23.RDA@ucr.ac.cr](mailto:PLENARY23.RDA@ucr.ac.cr) with the subject 'Ticket Transfer + the invoice number'.

\*Transfer Confirmation: The plenary organiser will confirm the transfer by email once the information has been verified. The transferred ticket will be valid for the new attendee.

\*Responsibility: You are responsible for coordinating and communicating any details related to the transfer directly with the person who will receive the ticket.

For more details or to initiate a ticket transfer, please contact our support team at [PLENARY23.RDA@ucr.ac.cr](mailto:PLENARY23.RDA@ucr.ac.cr) or WhatsApp messaging +506 25114297.

### **P23 registrants & programme**

The organisers of P23 reserve the right at any time, in their sole discretion, to (i) refuse to accept or to retain any person as a registrant of the P23, and (ii) make alterations to any part of the programme in any manner as deemed necessary or desirable.

### **Professional conduct**

Registrants of the P23 agree to conduct themselves in a cordial manner. The organisers of P23 will not tolerate any registrant who creates a disturbance, or who is disrespectful to other registrants, organisers, speakers and attendees, exhibitors, volunteers, or staff. The organisers of the P23 reserve the right, in their sole discretion, to investigate any complaint and to dismiss any registrant found to have violated the [RDA's Code of Conduct](#), without refund of registration fees.

### **Scope of services, Force Majeure**

In numerous sessions and networking events, participants can exchange information and learn about topics of the P23. The organisers of P23 assume no responsibility for the topicality, correctness, and completeness of the content of the P23 and its components. Announced lectures and speakers can be replaced by others.

If the P23 is cancelled due to force majeure, cancellation of sessions, or insufficient number of participants, registrants will be informed immediately. The registration fee will be reimbursed in such cases.

### **Data Controller**

The University of Costa Rica is the data controller for the intended data usage described in this document. Personal data will be collected within the timeframe and requirements of P23 and stored in a secure digital location, accessible only to the organising committee team members.

### **Contact**

You may easily contact the organisers of P23 through the email address

[PLENARY23.RDA@ucr.ac.cr](mailto:PLENARY23.RDA@ucr.ac.cr):

- to correct or request removal of any personal information held about you
- if you have any questions, comments, or complaints, regarding this policy, or our privacy, security or data protection practices.