

# **Privacy Policy**

## **Privacy Statement**

This policy sets out how the School organizer collects, holds and uses personal information collected from individuals in the user registration.

# **Protecting Personal Information**

All personal information collected from individuals as a result of our registration operations will be protected in accordance with applicable legislation.

## Information that the organization holds

In the normal course of registration activities, we will collect personal information, including sensitive information.

Personal information may include an individual's name, address, date of birth, contact details, occupation, and professional memberships.

Sensitive information may include details of an individual's diet or health information. We must obtain the consent of the person to collect and use that information.

#### Use and Disclosure of Personal Information

We will use personal information to:

- provide services, particularly those associated with school registration and hotel accommodations
- manage internal business operations to ensure high quality services to students

We will only disclose information for the purpose for which it was collected, and where appropriate, after obtaining the necessary consent from the individual. Information may be disclosed for other purposes, with the specific consent of the individual to do so.

We may also be required to disclose personal information where the law requires such disclosure.

## **Security of Personal Information**

We will take reasonable steps to ensure the security of personal information that we hold, regardless of the form in which that information is held. This will include taking reasonable steps to prevent the misuse or loss of this information, or unauthorised disclosure, access to, or modification of this information.

Where the information is held in electronic form, access will be controlled by user logins and passwords, and restriction of access only to persons who need to have that access in the course of the organization's business activities.



The staff involved in the conference organization is subject to confidentiality obligations.

# **Right of Access by the Individual**

Any individual has the right to request access at any time to the personal information we hold about that person. This access will be refused where we cannot be satisfied as to the identity of the person requesting that access.

Any individual can request us to modify or correct personal information that the person believes to be incorrect.

We can refuse to provide access to personal information where relevant legislation allows us to do so.

# **Privacy Representative**

Any questions, concerns or complaints about the Privacy Policy or practices related to privacy of personal information related to the Tarot school registration event should be addressed to Prof. Valentina Casola.