



*Making dementia a priority:  
changing perceptions, practice and policy.*

## Alzheimer Europe meetings privacy policy

7 May 2024

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## 1. Introduction

**Alzheimer Europe** is a non-profit non-governmental organisation (NGO) aiming to provide a voice to people with dementia and their carers, make dementia a European priority, promote a rights-based approach to dementia, support dementia research and strengthen the European dementia movement.

Alzheimer Europe is registered in Luxembourg as a charity (association sans but lucratif/A.s.b.l) by the Registre du Commerce et des Sociétés, under the registration number F 2773.

Alzheimer Europe respects your privacy and handles your personal data with care. Personal data are processed in accordance with the Regulation (EU) 2016/679, the General Data Protection Regulation (GDPR). Alzheimer Europe is the Data Controller for all personal data collected from you.

This policy explains what personal data we collect from you in relation to meetings activities, why we collect your data and how we process your data. Also, we explain the conditions under which we may disclose such data to others and how we keep that information secure.

The Alzheimer Europe website contains links to other websites. This privacy policy applies only to the Alzheimer Europe pages, so if you click on a link to another website, you should read their privacy policy.

## 2. Applicability & Eligibility

### Applicability

This Privacy Policy applies only to the Alzheimer Europe meetings, and Alzheimer Europe's collection, use, disclosure, and protection of your data in relation to conference activities. It does not apply to third party websites, applications, or services.

Before accessing, using, or interacting with the Alzheimer Europe pages you should carefully review the terms and conditions of this Privacy Policy.

### Eligibility to use the services

Our conference services ("Services") are not directed to children under the age of 16. You may not use these services if you are under the age of 16.

### Information Collection & Use

Alzheimer Europe collects data about you and your use of the Services ("Personal Data") through various means, including when you provide information to us when you register for events and when we automatically collect information about you when you access, use, or interact with the Services. We use this information for a variety of different reasons, including to improve the Services and to tailor the Services to you.

Alzheimer Europe processes Personal Data collected through the Services on the lawful basis of legitimate interests to provide the Services to you. Such processing is necessary for the purposes of the legitimate interests pursued by Alzheimer Europe or by our Service Providers related to the Services.

The types of information Alzheimer Europe may collect about you include:

**Information You Provide To Us:**

AE Event Information: AE collects certain Personal Data from you when you register for AE events. "Personal Data" refers to information about you that may be used to identify you, such as your first name, last name, email address, phone number, Identification papers, dietary information, health information, work affiliation, and mailing address. AE uses this information to register you for events, provide information about events, organise catering, special assistance and administer your registrations with AE.

**Presential events:**

When attending an event in presential you will be provided with a name badge, with your name, affiliation and country.

**Online event platform use:**

When joining the online event platform you will have the option to be visible or invisible by not activating your device's camera.

***You can opt to remain invisible, please note this may affect your capacity of interaction with other participants and speakers.***

**Participants lists:**

Alzheimer Europe will provide all registered delegates with a participants list. The list will include first name, last name, affiliation, country.

For the following meetings the participants list will also include Email addresses: Alzheimer's Association Academy (AAA), Company Round Table (CRT), Public Affairs (PA) and European Group of Governmental Experts on Dementia (GOVEXP).

### **3. Photo/Video/Audio Recording Policy**

Alzheimer Europe will record (video and audio) all meetings held online for minutes purposes.

For the following meetings the recordings will be used as follow:

Alzheimer Europe Board Meeting (BM): The recording will be used for minutes only and deleted after 1 month.

Alzheimer Europe Annual General Meeting (AGM): The recording will be used for minutes only and deleted after 1 month.

Alzheimer Europe Company Round Table (CRT): The recording will be used for minutes and will be uploaded on our Vimeo account to be shared with the registered meeting participants.

Alzheimer Europe Alzheimer's Association Academy (AAA): The recording will be used for minutes and will be uploaded on our Vimeo account to be shared with the registered meeting participants. And on our Teamwork platform to be shared with all member organisation.

Alzheimer Europe Public Affairs (PA): The recording will be used for minutes and will be uploaded on our Vimeo account or AE's Zoom account as On Demand material to be shared with registered meeting participants.

Alzheimer Europe Lunch Debate/European Parliament workshop (LD/EP): The recording will be used for minutes and will be uploaded on our YouTube Channel for public viewing.

Alzheimer Europe Dementia Summit: The recording will be used for minutes and will be uploaded on our Vimeo account or AE's Zoom account as On Demand material to be shared with registered meeting participants.

Alzheimer Europe European Group of Governmental Experts on Dementia (GOVEXP): The recording will be used for minutes only and deleted after 1 month.

Alzheimer Europe Conference (AEC): Please refer to the Alzheimer Europe Conference privacy policy.

Alzheimer Europe may take screen shots/photos of presentations, and participants during any of the AE meetings to share in social media, newsletter, magazine.

Please respect speaker instructions regarding the taking of photos, video or audio during their presentation because of the proprietary nature of data and the reporting of preliminary, unpublished research findings, the dissemination or reproduction of someone else's slides, poster(s), audio, video or data before, during or after the Alzheimer Europe meetings may not be permitted.

Sharing your experience on social media is encouraged to add to the discussion, as long as it complies with our confidentiality rules, and this policy.

Alzheimer Europe reserves the right to update this privacy policy at any time. Any material changes will be posted on our website. We encourage you to review this privacy policy often to stay informed of changes or updates that may affect you, as your continued use of the website signifies your continuing consent to be bound by this privacy policy.

#### **4. How to contact us**

If you have any questions about Alzheimer Europe's Conference privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights (access, erasure, correction, restriction, objection or data portability) please do not hesitate to contact us in any of the following ways:

- by email: [info@alzheimer-europe.org](mailto:info@alzheimer-europe.org)
- by post: 5B, Heienhaff, L-1736 Senningerberg, Luxembourg

- by phone: +352-29 79 70

## **5. How to contact the appropriate data protection authority**

Should you wish to report a complaint or if you feel that Alzheimer Europe has not addressed your concern in a satisfactory manner, you may contact the National Commission for Data Protection of the Grand Duchy of Luxembourg (Commission Nationale pour la Protection des Données – CNPD)

NATIONAL COMMISSION FOR DATA PROTECTION

15, Boulevard du Jazz, L-4370 Belvaux

Phone.: (+352) 26 10 60-1 | Fax.: (+352) 26 10 60-29

Opening hours: 09.00-12.30 & 13.30-17.30

For questions or comments, please use the form available on [cnpd.public.lu](https://cnpd.public.lu), “contact”- section or send an e-mail to [info@cnpd.lu](mailto:info@cnpd.lu)