

1 PURPOSE OF NOTICE

Malaysian Society of Parasitology and Tropical Medicine who is the Organiser of the MSPTM 2019 and the MSPTM 2019 Secretariat are required to comply with the GDPR which regulates the processing of personal data in commercial transactions. For the purpose of the above laws, the terms “personal data” and “processing” shall have the meaning as prescribed in the GDPR and PDPA.

The MSPTM 2019 will be managed by AOS Conventions & Events Sdn Bhd as the Professional Convention/Conference/Congress Organiser (PCO) appointed by the Organiser and their scope of services includes, among others, administrative work, speakers, abstracts and participants management, financial management, sponsorship and exhibitors management including promotion and marketing.

2 WHO IS THE DATA COLLECTOR

For the purpose of the above laws, the terms “we”; “us” or “our” refers to MSPTM 2019 Secretariat as the data controller, collector and processor whose address is presented below:

AOS Conventions & Events Sdn Bhd

Level 2, 39 & 40, Jalan Mamanda 9, Ampang Point

68000 Ampang, Selangor Darul Ehsan, Malaysia

Tel: +603 4252 9100

Fax: +603 4257 1133

Email: secretariat.msptm@aosconventions.com

Attn: Ms. Victoria Foo or Ms. Vera Lam

3 WHAT PERSONAL DATA WE COLLECT

The personal data collected by the MSPTM 2019 Secretariat is when you register as a participant in the MSPTM 2019 and information you provide directly to us which may include, but not limited to:

- Your name;
- Nationality;
- Gender;
- Passport/IC number;
- Designation (Position);
- Office address;
- Office phone;
- Office fax number;
- Mobile phone number;
- Your Email address;
- In case of Emergency – preferred contact person’s name, and phone number;
- Accompanying person’s name;
- International Membership Chapter details;
- Name badges with Quick Response (QR) code;
- Dietary requirements;
- Images and videos of you when you attend the MSPTM 2019 and
- Data we derive through your interaction with us.

4 PURPOSE OF PROCESSING PERSONAL DATA

We’ll only use your personal information for our legitimate business purposes as set out in this privacy notice. The personal data collected and processed by the MSPTM 2019 Secretariat amongst others, are for the following purpose:

- a) Registration and administrative work related to MSPTM 2019:
 - (i) Programmes;
 - (ii) Seminars;
 - (iii) Workshops;
 - (iv) Abstracts;
 - (v) Tax invoices;
 - (vi) Official receipts;
 - (vii) Promotions;
 - (viii) Updates;
 - (ix) Electronic Newsletters, flyers or notices;
 - (x) Certificates of attendance;
 - (xi) Networking Dinner
 - (xii) Invitation letters for visa applications;
 - (xiii) Attendees’ list;
 - (xiv) To manage our relationship with you or comply with our contractual obligations.

- b) To communicate with and from you by ***Electronic mail*** on:
 - (i) All the above matters related to MSPTM 2019;
 - (ii) Enquiries by or about you;
 - (iii) Complaints by or about you;
 - (iv) All administrative and legitimate matters related to the MSPTM 2019.

5 DISCLOSURES OF PERSONAL DATA

The personal data held by us shall be kept confidential and in a secure and protected. However, we may disclose your personal data to:

- a) Malaysian Society of Parasitology and Tropical Medicine;
- b) Parties authorised by you;
- c) Regulatory and governmental agencies as permitted or required by law, or to meet obligations to regulatory authorities.

5.1 Electronic badges and lead scanning

Everyone attending MSPTM 2019 requires an official, printed badge. The information displayed will be provided by you during registration – either online or on site.

You'll need to allow us to check your badge to gain entry to the Plenary or breakout session rooms including the exhibition show floor and other restricted areas.

6 PROTECTIONS OF YOUR PERSONAL DATA

The security of your personal data is ensured by the MSPTM 2019 Secretariat and Organiser of the MSPTM 2019 and we shall take all physical, technical and organisational measures needed to ensure the security and confidentiality of your personal data.

If we disclose any of your personal data to any entities in paragraph 5, we will require them to appropriately safeguard the personal data provided to them.

Please note that while we will endeavor to take all reasonable measure to protect your Personal Data, you should similarly take all necessary precautions, such as implementing strong passwords, limiting access to your computer and avoiding misplacing any documents or access pass words.

6.1 BREACH OF DATA SECURITY

The MSPTM 2019 Secretariat will notify you and data protection authorities within 72 hours of discovering a security breach.

7 RETENTIONS OF YOUR PERSONAL DATA

We intend to keep your personal data from the date of collection for as long as it is necessary for the fulfillment of the legitimate purposes as set out under paragraph 3 and 4 above or for the compliance with the law or any legal obligation.

We shall stop processing or store your data when you write to us using the contact details listed below to withdraw your consent or within one (1) year from conclusion of MSPTM 2019.

We may need to keep certain information for reasonable business or legal purposes (e.g. accounts information, unsubscribe records, information needed to prevent identity theft, legal disputes and misconduct) even if deletion has been requested.

8 YOUR PERSONAL DATA PROTECTION RIGHTS

Under the GDPR and PDPA, you have the right to access your personal data to ensure that the personal data we hold about you is accurate, complete, not misleading and up-to-date. If you wish to exercise such rights and request access to your personal data, please contact us, the MSPTM 2019 Secretariat at:

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