

## **Disclaimer**

By filling out and submitting this form, you acknowledge that you have read, understood, and agree to accept the terms and conditions outlined in our Privacy Notice. Your submission constitutes your consent to the collection, use, and processing of your information as described therein.

## **Privacy Notice**

We are committed to protecting the privacy and security of your personal information.

This privacy notice explains how we collect, use, share, and safeguard your personal information when you visit our website, use our services, fill in the forms or interact with us.

### **What information do we collect and how?**

We may collect and process the following types of personal information about you:

- Information that you provide voluntarily, such as your name, email address, phone number, organization name and position when you register for our services, register for attending an event, register as a volunteer with us.
- Information that we collect automatically, such as your IP address, browser type, device type, operating system, pages viewed, links clicked, and other usage data when you visit our website or while using our forms. We may also use cookies, web beacons, and other tracking technologies to collect and analyze this information.

### **Why do we collect and use your information?**

We may collect and use your personal information for the following purposes:

- To manage the database of all volunteers for the events.
- To manage the database of all participants for the events.
- To facilitate communication and coordination of event-related activities.
- To share the participant details with International book of records.
- To fulfill any other legitimate interest that we or a third party may have if it does not override your rights and interests.

### **How do we share and disclose your information?**

We may share and disclose your personal information in line with **Personal Data Privacy Protection Law (No. 13/2016)** with the following parties for the purposes described above:

- International Book of Records.
- Government authorities, regulators, courts, and law enforcement agencies, when required by law or when necessary to protect our rights and interests or those of others.
- Other parties that you consent to or that we notify you of at the time of collection.

### **What are the Lawful Purposes we rely on to share your Information?**

- **Explicit Consent** - We will share your personal information if you give specific consent for us to do so.
- **Protection of vital interests** - It may be necessary for us to process or disclose personal information to protect someone's life.
- **Public Safety Emergency** - In exceptional circumstances, there may be an overriding public interest in disclosing personal identifiable information when the information will reduce or prevent a serious threat to public health or safety, such as to help manage contingencies.
- **Public Health Surveillance** - We may share Personal Information in the public interest. E.g., to support the detection of disease or virus in outbreaks, which if detected, may need to be re-identified to manage the outbreak.
- **Education/Advancement of Knowledge** - We may share personal information to provide learning opportunities or advance knowledge through case studies.
- **Legal Investigation** - We may be required to gather and process necessary personal information for investigation into a criminal offense, upon an official request from investigative bodies.
- **Legal Obligation** - We may be required to process personal information to fulfil a legal obligation contractually or rendered by a competent court.

#### **How do we store and protect your information?**

We store your personal information on secure servers in Google Cloud in countries that have adequate data protection laws. Google cloud uses appropriate technical and organizational measures to protect your personal information from unauthorized access, use, disclosure, alteration, or destruction.

However, no method of transmission or storage is completely secure, and we cannot guarantee the absolute security of your personal information. We manage your data in accordance with law and guidance from the appropriate competent authority.

#### **How long do we keep your information?**

We keep your personal information for as long as necessary to fulfill the purposes for which we collected it, or as required by law or regulation. We may retain some of your personal information for longer periods if we need to do so for legal purposes. We will delete or anonymize your personal information when it is no longer needed.

#### **What are your rights and choices?**

You have the following rights and choices regarding your personal information:

- the right to protection and lawful processing
- the right to withdraw consent.
- the right to object to processing in certain circumstances.
- the right to erasure in certain circumstances

- the right to request correction.
- the right to be notified of processing.
- the right to be notified of inaccurate disclosure.
- the right to access your personal data.

Please note certain circumstances may cause us to reject any request regarding your Personal Information, if this is the case we will advise you.

How do we update this privacy notice?

We may update this privacy notice occasionally to reflect changes in our practices, technologies, or legal requirements. We will notify you of any material changes by posting the updated version on our website or by other notifications. We encourage you to review this privacy notice periodically to stay informed about how we collect, use, share, and safeguard your personal information.

## **Cookie Use**

### **Types of Cookies We Use:**

1. **Essential Cookies:** These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually set in response to actions made by you, such as setting your privacy preferences, logging in, or filling out forms.
2. **Performance Cookies:** These cookies allow us to count visits and traffic sources so we can measure and improve the performance of our site. They help us know which pages are the most and least popular and see how visitors move around the site.
3. **Functional Cookies:** These cookies enable the website to provide enhanced functionality and personalization. They may be set by us or by third-party providers whose services we have added to our pages.

**Managing Cookies:** You can manage your cookie preferences through your browser settings. Most web browsers allow you to control cookies through their settings preferences. However, if you choose to block cookies, it may affect your experience on our website and the services we are able to offer.