

Privacy policy

1 Introduction

This privacy policy (Privacy Policy) sets out the ways in which we, the Virtual Institute for Artificial Electromagnetic Materials and Metamaterials, in short, the "METAMORPHOSE VI AISBL", (we, us, our), collect and use your personal data (personal information) in connection with our activities. It also explains what rights you have to access or change your personal data.

In this Privacy Policy:

- "Contribution" means any submissions, edits, information or data (in any form) you make available via your MVI Account including, without limitation, uploading of any articles or edits to articles;
- "Site" means our websites <http://www.metamorphose-vi.org/> and all its subdomains (e.g. school.metamorphose-vi.org, congress20xx.metamorphose-vi.org, ect.);
- "MVI account" means the combination of "username" and "password" that identifies you in our websites;
- "Submitting Author" means an author submitting a congress contribution to be presented at one of our congresses Metamaterials and their publication in the congress proceedings (whether for himself/herself or on behalf of a group of authors or an institution);
- "Reviewer" means a peer reviewer assigned to reviewer articles that are intended for acceptance to our congress Metamaterial and their publication in the congress proceedings;
- "you" and "your" means you, the person visiting the Site, registering for an MVI Account with us or otherwise using services on the Site.

This Privacy Policy is relevant to you if you are registering for a Metamorphose VI Account with us or using the services provided by us.

Our Site is not intended for children. We do not knowingly collect or maintain the personal information of children under the age of 18. If you are under the age of 18, please do not access our Site at any time or in any manner. We will take appropriate steps to delete the personal information of persons under the age of 18.

2 About Us

The Virtual Institute for Artificial Electromagnetic Materials and Metamaterials, in short, the "METAMORPHOSE VI AISBL", is a non-for-profit International Association, whose purposes are the research, the study and the promotion of artificial electromagnetic materials and metamaterials.

The Association has been established in 2007 by the partners of the FP-6 Network of Excellence "METAMaterials ORganized for radio, millimetre wave, and PHOtonic Superlattice Engineering" - METAMORPHOSE NoE - funded by the European Commission in 2004-2008.

The METAMORPHOSE VI is an active network integrating, managing, and coordinating several researches and spreading activities in the field of Artificial Electromagnetic Materials and Metamaterials. Among the other activities, the Association owns and organizes the Metamaterials Congress Series and the Doctoral Programmes on Metamaterials.

You can contact us as follows:

FTAO: President of METAMORPHOSE VI

Email: contact@metamorphose-vi.org

3 Information We May Collect about You

3.1 Information That You Provide

We will collect any information that you provide to us when you:

- a) make an enquiry, provide feedback or make a complaint by email or on our Site;
- b) submit correspondence to us by post, email or via our Site;
- c) provide us with your contact details by email or over the phone;
- d) register for an MVI Account with us or update your profile and other MVI account details;
- e) submit, edit or review a manuscript for the congress via the uploading system depending on whether you are a Submitting Author or Editor or Reviewer;
- f) if you are an institutional administrator and you contact us to enquire about, or purchase, an institutional membership;
- g) subscribe to our mailing lists;
- h) attend an event hosted by us;
- i) fill in a form, conduct a search, post content on the website, respond to surveys or use any other features of the website;
- j) submit a CV;
- k) submit an application to a job vacancy;
- l) attend an interview or assessment; or
- m) "follow", "like", post to or interact with our social media accounts, including Facebook, LinkedIn, Twitter, Medium, or YouTube.

The information you provide to us will include (depending on the circumstances):

- a) Identity and contact data: names, addresses, email address, phone number;
- b) MVI Account profile data: if you are registering for an MVI Account you will also provide a username, password, and additional information about your academic and work history, references and any other such similar information as may be required;
- c) Conflicts of Interest: if you are a Submitting Author, Editor or Reviewer you are obliged to disclose any Conflicts of Interest you may have in relation to the work you are submitting or which you have been assigned to edit or review. Some of the information you disclose may constitute your Sensitive Personal Data (please see below under Sensitive Personal Data for further information about how we process this data);
- d) Financial data: if you are using the Site to purchase an institutional membership, pay a Registration fee to one of our events (congresses, doctoral schools, ect.), or pay for other paid-for services, you will also provide invoice payment details, which may include billing addresses and other contact details;
- e) Employment and background data: if you are submitting a job application, you may also provide additional information about your academic and work history, qualifications, skills, projects and research that you are involved in, references, your national security number, your passport or other identity document details, your current level of remuneration (including benefits), and any other such similar information that you may provide to us; and
- f) Survey data: from time to time we might also ask if you would be willing to participate in our surveys; if you agree, we will also collect any information that you provide as part of that survey.

3.2 Information We Collect about You

- Information contained in any correspondence: we will collect any information contained in any correspondence between us. For example, if you contact us using by email or telephone, we will keep a record of that correspondence;
- Information transmitted on the websites: we will collect information that you upload to your MVI Account;

- Transactional data: we will collect information related to your transactions with us whether on the website, by phone or email, including the date and time, the amounts charged and other related transaction details;
- Technical data and website usage: we will also collect certain information about how you use the Site and the device that you use to access the Site. This will include your geographical location, device information (such as your hardware model, mobile network information, unique device identifiers), the data transmitted by your browser (such as your IP address, date and type of the request, content of the request regarding the specific site, time zone settings, access status/HTTP status code, volume of data transmitted, browser type and version, language settings, time zone settings referral source, length of visit to the website, date and time of the request, operating system and interface) number of page views, the search queries you make on the Site and similar information. This information may be collected by a third-party website analytics service provider on our behalf and/or may be collected using cookies.

3.3 Sensitive Personal Data

“Special categories” of particularly sensitive personal information (“Sensitive Personal Data”) require higher levels of protection. Such Sensitive Personal Data includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. In addition, details about criminal convictions and offences are also subject to higher levels of protection.

We need to have further justification for collecting, storing and using this type of Sensitive Personal Data. We do not request and collect such kind of data. Therefore, we asked to not share with us any of such Sensitive Personal Data in any way.

If you are submitting a Sensitive Personal Data to us, you are responsible for that sharing and, in any way, METAMORPHOSE VI AISBL can be accused of improper collection of Sensitive Personal Data.

3.4 Information We Receive from Third Parties

In certain circumstances, we will receive information about you from third parties. For example:

(a) your organization: we receive information about you from third parties that are referring you to METAMORPHOSE VI AISBL. For example, if you are dependent, student or collaborator of one of our institutional members, your organization will be required to provide us with information about you. If you are the referring party, you warrant that you have obtained the necessary consent to share this information with us;

(b) Submitting Author: we receive information about you from the submitting author of a contribution to our congress. For example, if you are the co-author or institutional contact of a Submitting Author, the Submitting Author will be required to provide us with information about you. If you are the referring party, you warrant that you have obtained the necessary consent to share this information with us.

We might also receive information about you from third parties if you have indicated to such third party that you would like to hear from us.

4 How We Use Information about You

We will use your information for the purposes listed below either on the basis of:

- performance of your contract with us and the provision of our services to you;
- your consent (where we request it);
- where we need to comply with a legal or regulatory obligation.

We use your information for the following purposes:

- a) To provide access to our website: to provide you with access to our Site in a manner convenient and optimal and with personalized content relevant to you including sharing your information with our website hosts and developers (on the basis of our legitimate interest to ensure our Site is presented in an effective and optimal manner);
- b) To register your MVI Account: when you sign up to use the Site, we will use the details provided on your account registration form (on the basis of performing our contract with you);
- c) To enable you to use the MVI account: to enable (as applicable) the receipt, review, editing, of articles submitted to our congress events, via the congress websites;
- d) Relationship Management: to manage our relationship with you, which will include notifying you about changes to our Terms of Service or Privacy Policy, and asking you to leave a review or take a survey (on the basis of performing our contract with you, to comply with our legal obligations and on the basis of our legitimate interests to keep our records updated and study how our website and services are used);
- e) Marketing: to keep in contact with you about METAMORPHOSE VI news, METAMORPHOSE VI events, new METAMORPHOSE VI website features or services, newsletters, special issues that we believe may interest you, provided that we have the requisite permission to do so and you don't opt out of receiving such communications (either on the basis of your consent where we have requested it, or our legitimate interests to provide you with marketing communications where we may lawfully do so);
- f) Suggestions and recommendations: to share your information with selected third parties, to enable them to contact you with information about things that may interest (only where you give us your consent to do so);
- g) User and customer support: to provide member service and support, deal with enquiries or complaints about the Site and share your information with our website developer, IT support provider, payment services provider and marketing service provider, as necessary to provide support (on the basis of our legitimate interest in providing the correct products and services to our users and to comply with our legal obligations);

5 Who We Might Share Your Information with

In connection with the purposes and on the lawful grounds described above and in addition to the recipients of your information as described above, we will share your personal information when relevant with third parties such as:

- MVI Account Holders: other MVI Account holders, where required for the purpose of using your Contribution;
- Institutions: we update our institutional members in relation to any Contributions which are submitted by authors who are employees of the relevant institution. We may also need to share information with institutions for the purposes of academic misconduct investigations. These institutions may be located outside of the EU;
- Our service providers: service providers we work with to deliver our business, who are acting as data processors and provide us with:
 - a) website development and hosting services based in the "United Kingdom";
 - b) editorial, production, IT, system administration and security (including verification and fraud detection) and quality assurance services;
 - c) maps services: Karma Implementor, based in Chemnitz 09111, Germany;
 - d) social media plugin services including Facebook, Twitter, LinkedIn, Youtube, and Medium, based in the USA;

- e) payment services, PayPal (Europe) S.à r.l. et Cie, S.C.A. (R.C.S. Luxemburg B 118 349);
- f) editorial and quality assurance services: IEEE PDF Express service (based in USA);
- g) banking services, Banca Prossima S.p.A. (San Paolo Banking Group, 20121 Milano, Italy);
- h) legal, accountancy, auditing and insurance services and other professional advisers based in Italy

We require third parties to maintain appropriate security to protect your information from unauthorized access or processing.

6 How We Look after Your Information and How Long We Keep It for

We operate a policy of “privacy by design” by looking for opportunities to minimize the amount of personal information we hold about you. We use appropriate technological and operational security measures to protect your information against any unauthorized access or unlawful use, such as:

- ensuring the physical security of our offices or other sites;
- ensuring the physical and digital security of our equipment and devices by using appropriate password protection and encryption;
- maintaining a data protection policy for, and delivering data protection training to, our employees; and
- limiting access to your personal information to those in METAMORPHOSE VI AISBL who need to use it in the course of their work.

We will retain your information for as long as is necessary to provide you with the services that you have requested from us or long as we reasonably require to retain the information for our lawful business purposes, such as for the purposes of exercising our legal rights or where we are permitted to do. We operate a data retention policy and look to find ways to reduce the amount of information we hold about you and the length of time that we need to keep it. For example,

- we archive our email and paper correspondence regularly and destroy information no longer required for our legitimate purposes;
- we retain certain information relating to your MVI Account indefinitely for Research Integrity purposes and use appropriate safeguards to ensure the security of such information; and
- we maintain a suppression list of email addresses of individuals who no longer wish to be contacted by us. So that we can comply with their wishes we must store this information permanently.

7 Help Keep Your Information Safe

You can also play a part in keeping your information safe by:

- a) choosing a strong account password and changing it regularly;
- b) using different passwords for different online accounts;
- c) keeping your login and password confidential and avoiding sharing these details with others;
- d) making sure you log out of the Site each time you have finished using it. This is particularly important when using a shared computer;
- e) letting us know if you know or suspect that your account has been compromised, or if someone has accessed your account without your permission;
- f) keeping your devices protected by using the latest version of your operating system and maintaining any necessary anti-virus software; and
- g) being vigilant to any fraudulent emails that may appear to be from us. Any emails that we send will come from an email address ending in ‘metamorphose-vi.org’.

8 Your Rights to the Information We Hold about You

8.1 List of Rights

You have certain rights in respect of the information that we hold about you, including:

- a) the right to be informed of the ways in which we use your information, as we seek to do in this Privacy Policy;
- b) the right to ask us not to process your personal data for marketing purposes;
- c) the right to request access to the information that we hold about you;
- d) the right to request that we correct or rectify any information that we hold about you which is out of date or incorrect;
- e) in certain circumstances, the right to ask us to stop processing information about you; and
- f) the right to withdraw your consent for our use of your information in reliance of your consent (refer to the “How We Use Information about You” section to see when we are relying on your consent), which you can do by contacting us using the details at the top of this Privacy Notice;
- g) the right to object to our using your information on the basis of our legitimate interests or those of a third party (refer to the “How We Use Information about You” section to see when we are relying on our legitimate interests) if there is something about your particular situation which makes you want to object to processing on this ground;
- h) the right to receive a copy of any information we hold about you (or request that we transfer this to another service provider) in a structured, commonly-used, machine readable format, in certain circumstances; and
- i) the right to ask us to limit or cease processing or erase information we hold about you in certain circumstances.

Please note that we may need to retain certain information for our own record-keeping and research purposes. We may also need to send you service-related communications relating to your MVI Account even when you have requested not to receive other communications.

8.2 How to exercise your rights

You may exercise your rights above by contacting us by email at the address contact@metamorphose-vi.org.

8.3 What we need from you to process your requests

We may need to request specific information from you to help us confirm your identity and to enable you to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response;

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances. We will try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

9 Sharing Data Directly with Third Parties

You might end up providing personal information directly to third parties as a consequence of your interactions with our Site and other services offered by us. For example, you may attend an event hosted by us where you communicate personal information directly with other attendees. We are not responsible for how such third parties use personal data provided by you.

Please be responsible with personal information of others when using our Site and the services available on it. We are not responsible for your misuse of personal information, or for the direct relationship between you and others when takes place outside of the Site or our services.

10 Third-Party Links

The Site may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our Site, we encourage you to read the privacy notice of every website you visit.

11 Changes to This Privacy Policy

We may make changes to this Privacy Policy from time to time. We will post any changes to our site or notify you of any material changes by e-mail. Any changes will come into effect the next time you engage with us after the changes have been notified.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us by updating your profile account information or contacting us via the contact details at the top of this Privacy Notice.