

## GDPR Information Clause for Participants of the EAZA 2025 Conference

According to Article 13 (1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC ("RODO"), we inform you that:

### 1. Personal data controller

The controllers of your personal data are joint controllers who collectively determine the purposes and means of processing the personal data of participants of the EAZA 2025 Conference:

- 1. Łódź Tourism Organization (Executive Administrator)**  
Address: Piotrkowska Street 28/2U, 90-269 Łódź, Polska  
E-mail: [biuro@lodz.travel](mailto:biuro@lodz.travel)  
Phone Number: +48 722 006 783
- 2. European Association of Zoos and Aquaria (EAZA)**  
Address: Plantage, Middenlaan Street 45, 1018DC Amsterdam, Holandia  
E-mail: [info@eaza.net](mailto:info@eaza.net)  
Phone number: +31 (0)20 520 0750
- 3. Łódź Municipal Zoological Garden Ltd.**  
Address: Konstytucyjna Street 8/10, 94-303 Łódź, Polska  
E-mail: [bok@zoo.lodz.pl](mailto:bok@zoo.lodz.pl)  
Phone number: +48 502 537 811

The Joint Administrators have entered into an agreement for the co-administration of personal data, under which the **Łódź Tourism Organization acts as the Executive Administrator**, responsible for handling requests and exercising the rights of data subjects.

### 2. Data Protection Officer

The joint controllers have appointed a common Data Protection Officer, who can be contacted regarding matters related to the processing of personal data::

**Name of the DPO:** .....

Address: Piotrkowska Street 28/2U, 90-269 Łódź

E-mail: [iodo@lodz.travel](mailto:iodo@lodz.travel)

Phone number:

### 3. Purposes and legal basis for data processing

Your personal data is processed for the following purposes:

- 1. Registration and organization of the conference** (Article 6(1)(b) GDPR – performance of a contract, and Article 6(1)(f) GDPR – legitimate interest of the controllers).
- 2. Ensuring communication related to conference participation** (Article 6(1)(b) GDPR – performance of a contract).
- 3. Financial settlements, invoicing, and payment processing** (Article 6(1)(c) GDPR – legal obligation).

4. **Compliance with legal regulations, e.g., tax and accounting regulations** (Article 6(1)(c) GDPR – legal obligation).
5. **To ensure the security of the event and control access to the conference** (Article 6(1)(f) RODO - legitimate interest of the administrators).

Providing data is voluntary, but necessary to participate in the event. Failure to provide data will prevent registration and participation in the conference.

#### 4. Scope of Data Processing

The joint controllers process the following categories of personal data:

- **Identification data:** first name, last name.
- **Contact data:** email address, phone number.
- **Organizational data:** affiliation with an institution, position.
- **Participation-related data:** event registration, attendance at sessions, dietary preferences.
- **Payment data (if applicable):** bank account number, invoicing details.
- **Image:** if permission is granted to publish photos and recordings for promotional purposes.

#### 5. Data Recipients

Your data may be shared with the following entities:

- Companies providing IT services, operating the participant registration system.
- Entities providing hotel, transportation and catering services - to the extent necessary for the organization of the conference.
- Providers of accounting and financial services - to the extent of handling payments and invoicing.

Data will not be transferred to countries outside the European Economic Area (EEA).

#### 6. Data Retention Period

Your personal data will be stored for the period necessary to fulfill the purpose of data processing.

#### 7. Rights of Data Subjects

According to the GDPR, you have the following rights:

- **Right of access to data (Article 15 GDPR)** – the right to obtain a copy of your data and information about its processing.
- **Right to rectification (Article 16 GDPR)** – the right to correct inaccurate or outdated data.
- **Right to erasure ("right to be forgotten") (Article 17 GDPR)** – the right to request the deletion of data in specific situations.
- **Right to restriction of processing (Article 18 GDPR)** – the right to request a restriction on data processing in certain cases.

- **Right to data portability (Article 20 GDPR)** – the right to receive your data in a structured format.
- **Right to object to processing (Article 21 GDPR)** – the right to object to data processing based on the controller’s legitimate interest.
- **Right to withdraw consent** - in the case of processing based on consent, at any time without affecting the lawfulness of prior processing.

To exercise your rights, please contact the **Executive Administrator** at the email address provided above.

#### **8. Right to Lodge a Complaint**

If you believe that the processing of your data violates the GDPR, you have the right to file a complaint with the **President of the Personal Data Protection Office (PUODO)** at Stawki Street 2, 00-193 Warsaw, Poland.