

INTRODUCTION

This Privacy Policy informs you about how the Global Network of Director Institutes (GNDI) treats your personal information and how you can exercise your rights over your data. We respect your privacy and are committed to protecting your personal information. This policy outlines the measures we take to keep your data secure and confidential in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR).

DEFINITIONS AND INTERPRETATION

- **Personal Information:** Any information relating to an identifiable, living, natural person, and, where applicable, an identifiable, existing juristic person.
- **Processing:** Any operation or set of operations performed on personal data, including but not limited to collection, recording, organization, structuring, storage, adaptation, retrieval, consultation, use, disclosure, alignment, combination, restriction, erasure, or destruction.
- **Juristic Person:** A non-human legal entity, such as a company, that is recognized by law as having rights and obligations.

DATA SUBJECTS AND PERSONAL INFORMATION

- The GNDI collects general personal information which is necessary for it to carry out its services and other activities offered to you.
- The following outlines the categories of data subjects and personal information:
 - *Event attendees:* Name, contact details, email, company details, professional experience. Other information may be provided voluntarily at the discretion of the attendee.
 - *Speakers:* Name, contact details, email, company details, professional experience. Other information may be provided voluntarily at the discretion of the speaker.
 - *Sponsors:* Name, contact details, email, company details, product or service information. Other information may be provided voluntarily at the discretion of the sponsor.

PURPOSE FOR COLLECTING PERSONAL INFORMATION

- The GNDI collects personal information for the following purposes and will ask for your permission before it uses your personal information for any purpose not disclosed below or unrelated to GNDI services and the ordinary course of business:
 - To provide you with the conference-related services offered and requested.
 - To provide you with communications in relation to the services being rendered.
 - For statistical, historical and/or reporting purposes.
- The personal information collected is used only by the GNDI Secretariat and its officers in the rendering of its organisational purpose and services and in keeping in contact with you about the GNDI global event and confirming your attendance with the GNDI member institute in your country.

RETENTION OF PERSONAL INFORMATION

We retain personal information only for as long as necessary to fulfill the purposes outlined in this policy or as required by law. Specific retention periods are determined based on legal requirements, contractual obligations, or the nature of the data.

PERSONAL INFORMATION SHARED TO THIRD PARTIES

We will not share, rent, or sell your personal information except as necessary for the event's facilitation. Personal information shared with third-party service providers will be limited to only what is necessary for you to participate in the global event. These third parties are contractually obligated to protect your data in compliance with applicable data protection laws.