

Privacy Notice for Member Registration

Purpose of Data Collection

The personal data that are collected during membership registration and renewal are used to:

- Facilitate membership services and access to member-only resources
- Maintain historical records for reporting and governance

Types of Data Collected

The personal data that are compulsory to provide are:

- Your e-mail address
- A password
- Your first name
- Your last name
- Your display name
- A billing address consisting of:
 - Country/Region
 - Street Address
 - Postal Code
 - Town
 - Phone Number

Other personal data that you can provide during registration are:

- A photographic image of yourself
- Membership of Special Interest Groups (SIGs)

Legal Basis

Processing is based on:

- Contractual necessity (e.g., to register you for an event or provide membership benefits)
- Consent (e.g., for optional communications)
- Legitimate interest (e.g., maintaining professional records)

Use of External Processors

AEA-Europe uses an external service provider to manage registration systems and payment processing. See [EasyConferences CRS Homepage](#) for more details on the privacy policy of EasyConferences Ltd.

EasyConferences Ltd:

- Acts solely on our instructions
- Is bound by a GDPR-compliant Data Processing Agreement
- Implements appropriate security and privacy safeguards

AEA-Europe remains fully responsible for all data processing activities.

Data Retention

Personal data are retained only as long as necessary for the purposes stated or as required by law. Membership and event-related records may be retained long-term, including after the end of an active membership, for purposes such as maintaining historical records, organizational continuity, statistical reporting, and record-keeping. Personal data related to financial transactions are retained for the period required by applicable financial and tax legislation and may be stored beyond the active use period where legally required. Personal data no longer actively required, are archived and access is limited in accordance with our access control policies.

Your Rights

You have the right to:

- Access and correct your data
- Request deletion (subject to legal and contractual obligations)
- Object to certain types of processing
- Withdraw consent at any time
- Receive your personal data in a structured, commonly used, and machine-readable format, and to transmit those data to another controller.
- Lodge a complaint with a supervisory authority¹

Security and Confidentiality

All data are stored and processed securely. Access is restricted to authorized personnel of the data processor. This is brought about through role-based access controls provided by the WordPress content management system. Access is granted only to authorized personnel of the data processor who require such access for the performance of their duties. Individual user accounts are assigned appropriate WordPress roles (such as Administrator, Editor, or Author), which define the level of access to personal data and system functionality. Access is protected through individual authentication credentials. User access rights are reviewed periodically and are adjusted or revoked when no longer required, for example when responsibilities change or access is no longer necessary.

AEA-Europe does not share your data with third parties or sell your data for commercial purposes.

Contact Point

If you have a question or remark with regards to this privacy notice or AEA-Europe's privacy policy, or if you want to exercise your rights, please send a message to our Data Protection Officer through admin@aea-europe.net.

¹ Since AEA-Europe is under Dutch Law, complaints should be lodged with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens); Bezuidenhoutseweg 30, 2594 AV Den Haag, Netherlands
Phone number: +31 70 888 85 00;
E-mail: info@autoriteitpersoonsgegevens.nl;
Website <https://autoriteitpersoonsgegevens.nl>.