

## HBSM-2018 Privacy policy

### General

We recognise that your privacy is very important and we are committed to protecting the personal information we collect from you. Legislation of the Russian Federation govern the way in which we must manage your personal information and this policy sets out how we collect, use, disclose and otherwise manage personal information about you. We encourage you to check our website regularly for any updates to this privacy policy.

### Types of information collected

We may collect and hold personal information about you including information that can identify you, including but not limited to your name, address and phone number. These contact details are required to provide you with services associated with the conference. Personal information will generally be collected directly from you through the use of our standard forms, over the internet, via email, through a telephone conversation with you or through day to day business.

### Purposes of collection

Generally, we will collect and hold your personal information for the purposes of:

- providing services to you, including abstracts submission, visa assistance, booking rooms in hotels and other conference-related paperwork.
- to respond to queries made by you;
- to keep you informed of the news of the Conference;
- providing you with information about other services that we, our related entities and other organisations that we have affiliations with offer, that may be of interest to you;
- providing you with promotional information about us, our related entities and other organisations that we have affiliations with;
- to monitor our website performance;
- notification of new appointments, future conferences and events;

### Internet users

If you access our website, we may collect additional personal information about you in the form of your IP address and/or domain name. Also, our website may use cookies. The main purpose of cookies is to identify users and to prepare customised web pages for them. Cookies do not identify you personally, but they may link back to a database record about you. If you register on our website, we will then link your cookie back to your personal information details. We use cookies to monitor usage of our website and to create a personal record of when you visit our website and what pages you view so that we may serve you more effectively.

### Failure to provide information

If the personal information you provide to us is incomplete and/or inaccurate, we may be unable to provide you with the services you are seeking.

### Use and disclosure

Generally, we only use and disclose personal information about you for the purposes for which it was collected (as set out above).

### Security

We store your personal information in different ways, including in paper and in electronic form. The security of your personal information is important to us. We take all reasonable measures to ensure that your personal information is stored safely to protect it from misuse, loss, unauthorised access, modification or disclosure, including electronic and physical security measures.

### Spam & unsolicited e-mails

If you receive spam or unsolicited e-mail from us and you do not wish to receive any further messages of this nature from us, please unsubscribe using the supplied link in the electronic message or e-mail us at [org@hbsm2018.ru](mailto:org@hbsm2018.ru).