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Privacy Policy

1. Introduction

1.1. This information Policy concerning the protection of privacy and the Processing of Personal Data ("*Privacy Policy*") is designed to inform you as a Data Subject about the Processing of your Personal Data and the rights you can invoke in this respect, according to the European General Data Protection Regulation ("*GDPR*") and other Privacy and data protection local legislation interpreted in a large sense (e.g. laws, regulations and other similar legal instruments) ("*Applicable Laws*").

1.2. All terms used with a capital letter that are not defined, shall have the meaning provided for in the Applicable Laws.

2. Processing of Personal Data

2.1. Seds Online processes your Personal Data ("*Personal Data*" or "*Data*") according to the provisions as described below.

2.2. We undertake to respect the Applicable Laws and your rights as provided by these laws in relation with the Processing of your Data. This Policy explains how we process your Data.

3. For what purposes will the Personal Data be Processed?

3.1. You contact Seds Online via the contact form on the website or via e-mail

3.1.1. In this case, your Personal Data is only processed to be able to answer your request.

3.2. You are a Seds Online member

3.2.1. In this case, your Personal Data is processed only to perform members' administration.

3.2.2. Each member can manage their Personal data and preferences (e.g. allow Seds Online mailings).

3.3. You wish to publish articles or files in one of the Forums or Repositories of Seds Online.

3.3.1. In this case, your Personal Data is processed to be able to engage with you in respect of the publication of your work, to publish, disseminate and promote your work and to mention your contact details on your copyright protected works.



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4. Who is involved in the Processing of your Personal Data?

4.1. SedS Online acts as the Data Controller in the meaning of the Applicable Laws with respect to the Processing of your Personal Data, which means that we determine the purposes and means of the Processing of the Personal Data and that we will be the primary responsible for ensuring that this Processing is done in a lawful, transparent and secure manner.

4.2. SedS Online reserves the right to engage subcontractors as “Processors” in the meaning of Applicable Laws with respect to the Processing of your Data (e.g. IT service providers; publishers, etc.). SedS Online ensures only to engage Processors providing sufficient guarantees in relation with the lawful and transparent Processing and security for the Processing of the Data.

4.3. SedS Online reserves the right to share Personal Data with entities with whom we have a collaboration (e.g. organiser of a conference where SedS Online members get a discount). SedS Online will only share your Personal Data with other members when you have allowed us to do so (see article 3.2.2 of this Privacy Policy).

4.4. SedS Online may also need to transfer your Data to other Recipients such as public authorities, enforcement authorities, public prosecutors and courts, our attorneys, advisors or other services providers, auditors or other third parties, if we estimate in good faith that such disclosure is reasonably necessary or useful (e.g. in order for us to comply with a legal obligation or procedure, in the context of a reorganisation of our association, to broaden or improve our activities, to protect our rights and interests or the security and safety of our organisation, our infrastructure, our activities, our members or partners or the public), fully taking into account our obligations under the Applicable Laws.

4.5. For transfers to recipients outside of the European Economic Area, SedS Online will ensure that an adequacy decision has been issued by the European Commission confirming that the recipient of the Data, third country or international organisation, provides an adequate level of protection or that appropriate (contractual) safeguards are in place. For more information in this respect, please contact SedS Online.

5. Which Personal Data will be processed and for how long?

5.1. We only process the Personal Data you provide us with yourself. The Personal data that we collate is: given name; family name; e-mail address; username; gender; company / institution name; address; career stage; career type; and your area of expertise in sedimentology.

- Required data is: given name; family name; e-mail address; and username.
- Optional data is: gender; company / institution name; address; career stage; career type; and your area of expertise in sedimentology. Optional data allows us to assess our demographic.



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5.2. We will always indicate whether Personal Data needs to be provided on a mandatory or voluntary basis.

5.3. We will only process Personal Data for as long as it is necessary for the different Purposes listed below.

6. What rights do you have with respect to your Personal Data?

6.1. Seds Online will implement appropriate technical and organisational measures to ensure that the Processing of the Personal Data is performed in accordance with Applicable Laws, in particular ensuring an appropriate level of security to protect such Personal Data from loss, misuse, alteration or destruction.

6.2. By contacting Seds Online as a concerned Data Subject, you may at any time request (with an acceptable proof of identity) taking into consideration the limits and conditions of these rights under the Applicable Laws:

- to confirm as to whether or not Data concerning you are being processed by Seds Online and, where that is the case, you may request access to or receipt of your Personal Data;
- to correct inaccurate Data relating to you;
- to complete incomplete Data relating to you;
- to erase Data or to restrict the processing of (certain) Data relating to you;
- to oppose yourself to the Processing of Data relating to you;
- to have your Personal Data transferred to another controller; and
- for a Processing based on your consent, to withdraw such consent.

Before responding to your request, Seds Online will verify if your request is sufficiently founded, if it is not excessive and if all other conditions under the Applicable Laws are fulfilled and revert to you with an answer within 30 working days.

6.3. Please note that you also have the right to lodge a complaint with a supervisory authority of your choice at any time if you are of the opinion that the Processing of your Personal Data by Seds Online infringes any Applicable Laws.

7. Cookie Policy

7.1. By accessing the website <https://sedsonline.com>, you consent to our cookies. Our website uses cookies to distinguish you from other users of our website, which allows us to provide a personalised experience and to improve our site. A Cookie is a small text file that is



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downloaded onto your device when you visit a website. The next time you visit that website, your device checks to see if it has a cookie that is relevant and sends the information contained in that cookie back to that website. We use cookies to identify you as a returning visitor to our websites and remember your preferences, and to identify errors with the websites and resolve them.

7.2 To manage your cookie preferences, access the privacy settings in your browser. This will enable you to customize your cookie settings, so that you can delete and disable them. Typically, you will find the controls under the browser's 'Options' or 'Preferences' menu. However, if you change your cookie settings, (i.e. if you delete or disable them), it may mean that your ability to access the full functionality of our website is affected. You will still be able to visit our websites, but you may not be able to access all content and some of the functions may not operate correctly. For information on the use of cookies in mobile phone and other device browsers and for details on how to reject or delete such cookies, please refer to your device user manual.

7.3 Types of cookies are:

- **Functionality cookies:** This type of cookie is used to recognise you when you return to our websites.
- **Strictly necessary cookies:** This type of cookie is required for the operation of our websites. They include, for example, cookies that enable you to log into secure areas of our websites.
- **First party cookies:** This type of cookie is set by Wordpress and our 'Simple Membership' plugin. It is used for security services such as login details, and additional functional services such as your personal settings.
- **Third party cookies:** This type of cookie is set by a domain other than the one you are visiting. This cookie typically is set when our websites incorporate elements from other sites, such as images, social media plugins or advertising. When the browser or other software retrieves these elements from the other sites, those sites can set cookies as well. SedS Online may use a third-party service to facilitate delivery of services to your browser; to support you in making comments or participating in discussions; or to help us make recommendations to you as you browse one of our sites. SedS Online also allows additional third-party companies (such as social media companies) to serve ads and/or collect certain anonymous information when you visit our websites.
- **Analytical / Performance cookies:** This type of cookie allows us to recognise and count the number of visitors and to see how visitors move around our websites when they are using the sites. This cookie helps us to improve the way our websites work, for example, by ensuring that users are finding what they are looking for easily.
- **Targeting cookies or advertising cookies:** SedS Online does not have advertising partners, however we have profiles hosted by other sites (such as YouTube, Twitter, and Wordpress), that may use these cookies. They may be used by such partners to build a profile of your interests and show you relevant adverts on other websites. They may



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also be used to limit the number of times you see an advert as well as to measure the effectiveness of an advertising campaign. These cookies do not store personal information directly but are based on uniquely identifying your browser and internet device.

8. Do you have any further questions?

8.1. In case you have any questions with respect to the Processing of your Personal Data, you can contact Seds Online.

9. Changes to this Policy?

9.1. We will update this Policy from time to time and will do our best to communicate material changes to you before they become effective by the best means available to us.