

### **TERMS AND CONDITIONS:**

**EORTC Mission:** EORTC coordinates and conducts, throughout its network and in collaboration with third parties, international prospective and retrospective translational and clinical research to improve the standard of cancer treatment for patients. In addition to this primary mission, EORTC also develops and improves research methodologies & tools and organizes educational events and courses. Last, but not the least, EORTC also raises funds to support its activities.

#### **EORTC code of ethical conduct and policies**

I confirm that I read, understood and will comply with EORTC's code of ethical conduct and policies: <https://www.eortc.org/code-of-ethical-conduct/> and [www.eortc.org/cod](https://www.eortc.org/cod) <https://www.eortc.org/policies-guidelines/> as relevant to the Assignment.

#### **Confidentiality, conflict of interest & anti-bribery**

I specifically confirm that I read, understood and will comply with the EORTC policy "Conflict of Interest, Bribery and Confidentiality" (EORTC POL001).  
<http://www.eortc.org/app/uploads/2018/06/POL001-v-4.3-NS.pdf>

I confirm that any information ("Disclosed Materials") which will be shared with me and/or my site/institution/organization in view of the Mission and my Assignment and which is not already in the public domain, will be treated as confidential.

I agree that I will not share the Disclosed Materials with any person or third party unless such third party or person:

- (i) has a need to access such information to support me to accomplish my Assignment; and
- (ii) agrees to be bound by the terms of this confidentiality disclosure.

I confirm that I agree to disclose to EORTC any interests (proprietary, professional or other) when requested by EORTC staff in compliance with such policy at the start of EORTC activities and I will spontaneously provide updates to the information disclosed, if any.

#### **Data protection**

##### *Use of personal data received by Signatory*

I confirm that I will comply with the EORTC policy "Protection of Personal Data" (POL 021), shall I receive any personal data in the scope of my Assignment.  
<http://www.eortc.org/app/uploads/2018/06/POL021-v-2.0-NS.pdf>

For the sake of clarity, pseudonymous data of research participants are personal data and shall be handled in compliance with the policy above.

##### *Use of personal data of the Signatory by EORTC*

I accept that EORTC, as data controller, will process my personal data, provided by me as relevant to its Mission and/or my specific Assignment.

I read carefully the full privacy notice in the Annex I.

## **ANNEX I: PRIVACY NOTICE**

### **1. How your personal data are used**

EORTC needs to keep and process personal data you provided to us in relation to and as required in the scope of activities relevant to your Assignment.

In addition, in order to accomplish its Mission, EORTC may sometimes need to process your personal data to pursue its legitimate business interests. For example, to share your personal data with its partners, experts, vendors and subcontractors in the scope of the Mission; including, but not limited to video, audio and other recordings, including through social media and networks in order to promote EORTC image and visibility, administrative purposes or reporting potential crimes.

EORTC will not process your personal data where your own interests override its legitimate interests as described to you above. Where we are processing data based on legitimate interests, you have the right to object to this processing at any time.

On rare occasions where you are attending meetings convened by us and in the event of an emergency, we may need to process and share information about you, because it is in your vital interest that we do so, and you are physically or legally unable to give us your consent.

In summary, EORTC will use your personal data to:

- enable performance of activities in the scope of your Assignment
- enable compliance with any legal obligation of EORTC
- pursue EORTC's legitimate interests (as described above)

Additional legal ground may apply for processing of special categories of your personal data:

- for the establishment, exercise or defense of legal claims (if any)
- when otherwise required or permitted by applicable law
- exceptionally, when necessary to protect the your vital interests and when you are incapable of giving consent (emergency situation)

EORTC may also subsequently decide to use your personal data for other purposes. In this case, you would receive additional information about the scope of such use and, where applicable, EORTC may ask your consent.

If you do not provide EORTC with the data needed, we may be unable in some circumstances to comply with our obligations and we will inform you about the implications of that decision.

### **2. Categories of personal data processed**

You will have provided most of the information we hold. However, some data may come from other sources, external sources, such as your institution for example.

The sort of information we hold includes your application, your resume, updates to it, correspondence with or about you, and your professional contacts, records relating to your career history, such as training records or publications.

This list is not exhaustive and can evolve as justified by EORTC activities or legal requirements.

You can ask to know what data EORTC collects about you at any time.

You may be referred to in many EORTC documents and records in the course of carrying out activities in the scope of your Assignment.

Occasionally, for specific projects and/or activities, we may be under the obligation to collect limited data relating to criminal convictions or alleged criminal behavior (including suspicions of bribery and/or fraud) where required by applicable law.

### **3. Transfer of your personal data to other data recipients**

We may transfer information about you to our members, experts, partners, vendors and subcontractors for purposes connected with your Assignment or if otherwise required by law.

In limited and necessary circumstances, your information may be transferred outside of the EEA or to an international organisation to comply with our legal or contractual requirements.

We have in place safeguards including, but not limited to contractual agreements to ensure the security of your data.

Other than as mentioned above, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties in relation to the scope of the activities relevant to your Assignment.

### **4. Automated decision-making**

We do not use any automated decision making (including profiling).

### **5. Retention period**

Your personal data will be in general stored for a period of 10 years after the end of your Assignment. However, if your personal data are used in the scope of clinical research that you supported, some of your personal data may be stored as long as legally required in that scope (up to 25 years after the end of the clinical studies and 10 years after the end of the last related research project).

### **6. Who is responsible for processing of your personal data?**

EORTC is the controller of processing of your personal data for the purposes explained to you. As explained to you earlier, some activities require sharing your data with other recipients. In some cases, these data recipients will be data controllers for activities they perform. You can ask the EORTC Data Protection Officer (“DPO”) for more details about this aspect.

### **7. Access to premises of third parties**

In the scope of your activities, you may need to attend meetings or to visit EORTC partners and collaborators at their premises. Third parties may have rules in place to secure access to their

buildings and/or files. In the scope of such rules, they may ask you to confirm your identity, including by asking to provide a copy of your ID card or passport. In this scope, these third parties are pursuing their own purposes and shall inform you accordingly. Please, do not hesitate to ask their privacy notice if not provided spontaneously.

EORTC cannot be held responsible for any such request shall it be not performed in compliance with applicable legislation. However, please do not hesitate to ask advice of the EORTC DPO, shall you find any request from such third parties abusive.

## **8. Your rights**

Under the General Data Protection Regulation (GDPR) and Belgian law, you have a number of rights with regard to your personal data.

You have the right to request from access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

Where you have provided consent for the processing of your data, you have the right to withdraw that consent at any time. Such withdrawal will not affect the lawfulness of the processing that took place before.

You have the right to lodge a complaint to EORTC and/or to the Belgian Data Protection authorities if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

In addition to this policy and specifically when using EORTC website, you shall refer to the policy provided (<http://www.eortc.org/privacy-policy>).

## **9. Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal information to those who have the objective need to know, based on their function and role.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **10. Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated or new purpose, we will notify you and we will explain the legal basis, which allows us to do so.

Please note that we will if necessary process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.



*The future of cancer therapy*

Avenue E. Mounier 83/11  
1200 Brussels  
Belgium  
Tel: +32 2 774 1611  
Email: [eortc@eortc.org](mailto:eortc@eortc.org)  
[www.eortc.org](http://www.eortc.org)

#### **11. Data protection officer**

If you have any question or wish to complain, please contact the EORTC Data Protection Officer at [DPO@eortc.org](mailto:DPO@eortc.org)

#### **12. Changes to this privacy notice**

EORTC reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We will also notify you in other ways from time to time about the processing of your personal information.