ECNP privacy and data security policy

Updated September 2025

ECNP complies with the General Data Protection Regulation (GDPR) and other regulation regarding the processing of personal data and privacy. ECNP respects your privacy and is committed to safeguarding the confidentiality of your personal information. This policy explains how and why ECNP collects and uses the personal information of its members, users and website visitors, and how ECNP protects your privacy. It also explains how you can access, manage and delete your own personal information and your contact preferences (such as which information you want to receive) stored in the ECNP system through 'My ECNP' on www.ecnp.eu.

The personal information that we collect from you shall be obtained, processed and transmitted in compliance with applicable data protection legislation including the GDPR and, as our offices are located in the Netherlands, the Dutch GDPR Implementation Act.

We may change this policy by updating this page. We advise you to check this policy from time to time to ensure that you are happy with any changes.

The ECNP Office is responsible for the processing of your personal data. The registered name of the ECNP Office is Stichting Buro ECNP, having its registered seat at the Daltonlaan 400 (3584 BK) Utrecht, the Netherlands. Stichting Buro ECNP is registered in the Dutch Register of Companies under Chamber of Commerce number 41185970.

The ECNP Office is responsible for the processing of personal data processed by or through; the ECNP Association, a Dutch association, domiciled in Utrecht, The Netherlands (registered with the Register of Companies under Chamber of Commerce number 92812538); the Stichting ECNP Research and Scholarship Foundation, a Dutch entity (registered with the Register of Companies under Chamber of Commerce number 41215196); Stichting Buro ECNP (ECNP Office), a Dutch entity (registered with the Register of Companies under Chamber of Commerce number 41185970) ; and the ECNP Congress foundations, Dutch entities, that are established yearly for the organisation of the congresses. All ECNP legal entities in the ECNP Group have access to personal data processed under the responsibility of the ECNP Office. This is necessary for the activities of the ECNP Group such as the organisation of the ECNP congresses and meetings, the administration of members and the possibility to send registered users e-mailings and members the journal *European Neuropsychopharmacology* by regular mail. Access to personal data is restricted to people for whom it is necessary to access the data. Together, all ECNP legal entities are hereinafter referred to as "ECNP".

When you visit the ECNP website or Knowledge Hub, information is collected in an automated manner about your computer/device, your IP address, what pages you visit, how long you stay on them and the general use you make of the website. When you make use of our services, we keep track of this activity in logs. This information is collected using various technologies which includes saving cookies to your computer or device. For more information on our use of cookies, the information we collect with them, and your preferences please see page 6 of this policy.

Processing of personal data

Personal data
ECNP collects your personal data when you create or update your 'My ECNP' account necessary to complete ECNPs online forms for the wide range of activities of ECNP. When disclosing your personal information to us by creating a 'My ECNP' account, you consent to the collection, storage and processing of your personal information as stated in this policy. You can withdraw this consent at any time. When disclosing your personal data to register for and/or contribute to a congress, event or other activity, your data is processed on the basis that the processing is necessary for the performance of an agreement.

ECNP might also collect personal data submitted to ECNP by a third party acting on your behalf, for example when submitting programme proposals. Information obtained from a third party acting on your behalf is processed on the basis that the processing is necessary for the performance of a contract or on the basis that the processing is necessary for the purposes of the legitimate interests of ECNP. These legitimate interests are that the processing of the personal data is necessary for ECNP to be able to identify members, participants and faculty of congresses and persons involved in other activities organised by ECNP. You will always be informed by the ECNP Office when your data has been entered into the system by another party. You can access, change or delete the information at any time. See '*Your rights*' on page 6.

The mandatory personal data ECNP collects are:
Nominative Information: Title, first name(s), surname(s): Your nominative details are needed to properly identify you, to communicate with you, to provide you with the products and services you have requested and to ensure that items are properly labelled as yours (e.g. congress badges and scientific contributions such as abstracts and presentations, etc.).

Full (postal) work and/or private address: The postal address is needed when items will be sent to you by post (e.g. paper journals). The full postal address is always requested, even when not needed to send you items, to save asking for it specifically when needed for a particular transaction and because it helps to correctly verify your identity (where other persons have the same or a similar name). If a work address is used your affiliation might be used when contributing with abstracts and presentations and if you consent to network with other participants through our congress app, congress platform or ECNP Knowledge Hub.

Date of birth: Your date of birth is used where specific rules or fee charges apply which depend on age to determine eligibility for these activities and fees.

Nationality and country: Your nationality and country are used where specific rules or fees or charges apply which depend on nationality/country, to determine eligibility for these activities and fees. Country will be used when you scientifically contribute with abstracts and presentations, on the list of participants of an activity if applicable and if you consent to network with other participants through our congress app, congress platform or ECNP Knowledge Hub.

E-mail address: Electronic communication is for most purposes ECNP's preferred method of communication because it is generally convenient, rapid, effective, environmentally friendly and efficient. In order to be able to communicate with you directly electronically, ECNP needs your e-mail address. You are therefore required to provide your e-mail address when you create your 'My ECNP' account on

the website, which enables you to access a variety of services online. For your convenience and security, your e-mail address is unique to you in our system. (ECNP does not permit two different persons to have the same e-mail address in the system). You are strongly recommended to use an e-mail address which is personal to you and that is not shared with others. This is to ensure that communications which are sent to you personally are not read by others, and that others do not gain access to the information in your 'My ESC' account. Additionally, the unique e-mail permits handling of "Forgot Password", enabling you to reset your password in an automated and secure way using your personal e-mail address.

Optional additional data
In some cases, we ask you for additional information if this is needed for the services provided by ECNP. For example, ECNP processes payment information provided by you, if such information is necessary to pay your membership fee, registration for a congress or other activity.
When you apply for an ECNP activity or you submit scientific content for our journal, we may ask you for a copy of your Curriculum Vitae or your passport/identity card. We do not process national identification numbers so please black these out before submitting a passport/identity card. We might also ask for your topics of interest.

When registering for a congress or activity, we might ask you for some more general background information to better organise the activity. This information is optional; you can choose whether or not to provide the information. The only non-optional information we ask during the registration process of the congress is the question whether you are a Health Care Professional (HCP). We need this information to comply with international laws and local laws in certain countries where the congresses take place.

Pictures and videos
Pictures and videos are taken at ECNP congresses, events and other meetings. Given that our events are public areas with controlled access, and that we do not intend to photograph you directly but will focus on groups (unless you are a speaker or a special guest), we do this based on our legitimate interest to document our events, inform our participants about our past events, and promote upcoming events. If you do not want to be photographed or filmed, please let the photographer know at the event or let us know by sending an email to secretariat@ecnp.eu.
Without contradictory instructions from your side, you hereby grant the ECNP), the irrevocable rights to record and use free of charge, on a worldwide basis and for the entire duration of protection of the rights thereto, on any and all supports or forms of media, your image, voice, name, photographs, and video on which you appear for purposes related to scientific, educational or promotional purposes. You hereby release, waive and discharge the ECNP, its employees and independent contractors from any and all demands, claims, causes of action, damages and liabilities directly or indirectly arising out of any use of your image, voice or name pursuant to the foregoing rights grant.

Use of personal data

The data you provide is collected and stored for the execution of our services; giving access to the service through the use of an account, to enable a proper functioning and management of the website, app, congress platform, and Knowledge Hub, to enable member registration, to enable the organisation of a congress and other activities, the distribution of our journal and the circulation of scientific information regarding the brain function and human behaviour to our community.

The data might also be used to track your whereabouts during an activity in order to measure number of participants and level of interest for organising future activities.
To enable you to share your personal information with exhibitors/sponsors of our activities, after having received your consent (e.g. by allowing an exhibitor or industry session to scan your admission badge). The exhibitor/industry session organiser shall not be entitled to transmit any personal data of the participants to a third party.

The e-mail address submitted when signing up for a 'My ECNP' account will be used by ECNP for the purpose of sending digital information you might find interesting. ECNP respects the privacy of personal e-mail addresses and complies with the current European legislation on e-mail communication. The objective is not to send you unwanted messages, and your e-mail details will not be passed on to any other individual or organisation without your permission.

You can manage the extent to which ECNP communicates with you by using the 'My mailings profile" section in your 'My ECNP' portal. Here you are asked to indicate whether or not you wish to receive ECNP generated e-mails (subscribe/unsubscribe). ECNP uses the following e-mailing profiles:

- *e-news*: News and updates about the field (monthly).
- *Congress e-alerts*: Important information about the congress and upcoming deadlines (as necessary).
- *General e-alerts*: Important information about ECNP activities, opportunities and upcoming deadlines (occasional).
- *President's message*: Observations and reflections about key issues in the field (monthly).
- *Research*: Scientific updates on the latest research developments.
- *members only e-mails*: Renewal reminders, payment confirmations, etc.

You can unsubscribe from any of the e-mailing profiles at any time by using the 'Unsubscribe' link in all communications sent by ECNP or by going to 'My ECNP' on our website. Login and click on 'Profile', where you can choose to unsubscribe from a profile of e-mailing(s).
The exception is that members cannot unsubscribe for the 'members only' e-mails if they want to remain an ECNP member. These e-mails only contain information that is necessary to execute the membership agreement with ECNP and do not contain any direct marketing messages.

The photos and videos made at events may be published in our newsletter, promotional material, social media pages, ECNP websites, or other publications. You may request removal of your image at any time by sending an email to secretariat@ecnp.eu. We will delete your image as soon as possible after receiving your request.

My ECNP non-mandatory information
We can ask as non-mandatory questions in your 'My ECNP' portal for information about your 'Topics of interest' and 'Job role' etc. to enable us to provide you with more relevant information and to better understand the preferences of our community.

You can also upload a profile photo and your biography. If you use this option the information will be shown on our website, the congress app and the congress platform if you contribute to the scientific programme of an activity. This information will also be shown on your profile if you consent to network with other participants through our congress app, congress platform or ECNP Knowledge Hub.

Storage
If you are an ECNP member, your information will be kept in the ECNP system while you continue to be a member, even if you do not use the ECNP website or services during that time, unless you end your membership.

Personal information is only kept for a reasonable period of time, dependent upon the nature of the information and its intended use, but subject to a maximum of one year after you delete your 'My ECNP' account or unsubscribe as a member, or a maximum of five years if you have not used your 'My ECNP' account in this period. In all cases, accounts receivable records and invoices containing personal data are kept for the Dutch statutory retention period of seven years.

Information is kept indefinitely for persons who have submitted, and had accepted, or contributed to scientific content for congresses, events, journals, guidelines, etc. (the information is kept to reference it and to be used with published material, and to be accessed when those materials are researched or viewed).

Processors/third parties
All members of the ECNP Group have access to the database with personal data controlled by the ECNP Office.

Personal data is only shared with processors and/or third parties if this is necessary to carry out services. We share personal data with:

- Our congress service providers and other partners such as hotels in order to be able to organise the congresses and other activities.
- Exhibitors and industry session organisers who scan your badge at an activity: If you accept to have your badge scanned when visiting an exhibiting company stand, or by a hostess at an industry session, your badge will enable them to retrieve the following personal data: nominative (first name(s), last name(s)), country, e-mail, and possible profile information (such as your Health Care Professional status, professional activity, place of work and fields of interest).
- ECNP committee members to review applications for ECNP activities, abstracts, symposia proposals etc.
- Our IT provider in order to be able to store and access the data.
- The publisher of our journals *European Neuropsychopharmacology* and *Neuroscience Applied* (Elsevier), in order for them to be able to send our members a copy of the journal if applicable. Elsevier stores data on servers in the United States of America.
- Our payment provider, in order to carry out a payment for a congress, membership or other activity or service.
- Our knowledge Hub provider to be able for you to login to the hub and keep track of courses followed and content viewed.

If we share your personal information with a processor, we make sure the processor complies with the GDPR by signing processing agreements and/or including this in the agreements with our third parties.

Other third parties have no access to personal data.

Security
All personal data is stored on a secure server, and appropriate technical and organisational measures are implemented to ensure an appropriate level of security. The data is stored in a state-of-the-art

datacentre, equipped with double power supply, UPS (battery-system), back-up generators, air-conditioning, fire-detection and extinguishers, and advanced access control.

Your rights
In accordance with the GDPR, you have the right to request access to and rectification or erasure of your personal data and/or restriction of processing of your data and/or to object to the processing of your data on the basis of article 6 (1)(f) GDPR, as well as the right to data portability.
You can have access to your data by going to your 'My ECNP' portal. Here, you can also adjust or delete your personal data. If you need help adjusting or deleting your personal data or if you want to request a restriction of processing of your data, object to the processing of your data or if you want to receive your data in a structured, commonly used and machine-readable format, you can also contact the ECNP Office by e-mail (secretariat@ecnp.eu).

If you feel ECNP is violating your rights, please contact the secretariat. You also have the right to file a complaint with the Dutch Data Protection Authority (contact information can be found on https://autoriteitpersoonsgegevens.nl/en/contact-dutch-dpa/contact-us).

Cookies

A cookie is a small piece of data sent along by our website and transferred by a browser to a peripheral device (such as a computer or a phone). The information stored in the cookie may be sent back to the website if you visit the website again. If you do not want us to use these cookies anymore, you only need to clean your browser history. This will automatically delete all cookies.

ECNP uses these cookies:

Necessary
Necessary cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies.

Preferences
Preference cookies enable a website to remember information that changes the way the website behaves or looks, like your preferred language or the region that you are in.

Statistics
Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.

Marketing
Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third-party advertisers.

Unclassified
Unclassified cookies are cookies that we are in the process of classifying, together with the providers of individual cookies.

Analytic cookies
ECNP uses Google Analytics. This is a so-called 'analytics' service that collects statistics regarding the use of the website and platform. Through Google Analytics, all data is anonymised. Cookies in and of themselves do not personally identify users, although they do identify a computer. The anonymised information is passed to Google and stored on servers in the United States. The collected data will not be made available to third parties, except if Google or ECNP are legally obligated to do so. More information about Google Analytics and can be found here.

ECNP uses DoubleClick cookies (owned by Google). The DoubleClick cookies are placed on visitors' devices when a visitor arrives on a page where there is DoubleClick or content such as AdWords or YouTube (also owned by Google), which may set cookies on behalf of DoubleClick. If you consent to tracking cookies, we will also link the information collected by Google Analytics with DoubleClick to track your behaviour. Read more about DoubleClick here.

Hotjar cookies
ECNP uses Hotjar on the website in order to better understand how our users interact with our services and to optimise our services and user experience. Hotjar is a technology service that helps us better understand our users' experience (e.g. how much time they spend on which pages, which links they choose to click, what users do and don't like, etc.) and this enables us to build and maintain our service with user feedback. Hotjar uses cookies and other technologies to help us collect data on our users' behaviour and their devices. This may includes personal data like device's IP address, identification data (e.g. name, email address, only if we explicitly collect it), technical data (e.g. device type and screen size, browser information), geographic location, behavioural data (interactions with our website such as clicks, taps, scrolls), and any additional personal data that may have been submitted by our users through the creation and use of a 'My ECNP' account.
Hotjar processes this data according to Article 6(1)(f) GDPR. IP address are automatically deleted after 30 days. Hotjar is contractually forbidden to sell any of the data collected on our behalf to third parties. Hotjar may reuse personal data to develop and improve tools and services for ECNP and our users. For further details, please visit *Hotjar's Trust Portal* and *Privacy Policy*.

Contact
If you have any questions or requests, please contact the ECNP Office by e-mail (secretariat@ecnp.eu).

'My ECNP' portal – Managing your contact with ECNP

You do not need to create an account to access most of the ECNP website, but you do have to create an account to use personal services online and access certain web content.
The details you supply to ECNP may be combined with information from other ECNP records to:

- Provide you with online services like abstract submission, registration for congresses, courses and other activities, etc.
- Save you having to keep giving the same information for different ECNP services.
- Allow you to access specific web content reserved for ECNP members or participants of certain meetings and congresses.
- Help you to get more out of ECNP by keeping you up to date about ECNP activities, scientific developments and services by e-mail (Note: This is an 'Opt-In' service only – for more information, please go to the section purpose).
- Provide you access to the ECNP Knowledge Hub

'My ECNP' enables you to manage your personal information held by ECNP. If you are a member of ECNP, or have used ECNP services, an account will already exist for you which you can potentially access by logging in online through:

- Use of your existing login details (username and password) if you have already used the ECNP online services ('My ECNP') previously.
- The 'forgot password' feature which, if your e-mail address is recognised, will send an e-mail to the address given which will guide you through a process to (re)set a password.