

Data Privacy Policy

This Privacy Policy explains how personal data is collected, used, processed and protected in connection with the ISSA 2026 Conference, taking place in Lisbon, Portugal.

The organization of ISSA 2026 involves:

- ISSA – International Step by Step Association (Conference Owner)
- APEI – Associação de Profissionais de Educação de Infância (Local Host & Financial Entity)
- THE House of Events, Lda. (Professional Conference Organizer – PCO)

ISSA, Learning for Well-being Institute and APEI act as co-organizers in the ISSA 2026 Conference.

All parties process personal data in compliance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and applicable Portuguese data protection legislation.

Data Controller(s)

For the purposes of data protection legislation:

- APEI acts as the financial data controller for registration payments and invoicing.
- ISSA acts as content and membership-related controller (where applicable).
- THE House of Events acts as data processor and operational manager of the registration platform and event logistics.

Where required, joint controllership arrangements apply.

Personal Data Collected

We may collect and process the following categories of personal data:

- Full name
- Professional title
- Organization / Institution
- Country
- Email address
- Phone number
- Billing details (including VAT number, address)
- Registration category (member / non-member / speaker)
- Dietary requirements (if applicable)
- Accessibility needs (if applicable)
- Payment information (processed securely via payment provider)
- Communication preferences

We do not intentionally collect sensitive personal data unless voluntarily provided (e.g., dietary or accessibility requirements).

Purpose of Processing

Personal data is processed for the following purposes:

- Managing conference registration
- Processing payments and issuing invoices
- Managing access to the event (onsite and online)
- Communicating logistical information
- Issuing certificates of participation
- Managing sponsorship and exhibition participation
- Complying with legal and tax obligations
- Ensuring safety and security during the event

Participants may also receive essential communications related to ISSA 2026.

Marketing communications (if applicable) will only be sent based on explicit consent.

Legal Basis for Processing

We process personal data under the following legal bases:

- Performance of a contract (conference registration)
- Legal obligation (tax and accounting compliance)
- Legitimate interest (event organization and communication)
- Consent (where applicable, e.g., marketing communications)

Data Sharing

Personal data may be shared with:

- Payment service providers
- IT and registration platform providers
- Accounting and financial service providers
- Venue and technical suppliers (only when operationally necessary)
- ISSA and APEI representatives for conference-related purposes

Data will not be sold or transferred to third parties for unrelated commercial purposes. Where data is transferred outside the European Union, appropriate safeguards under GDPR will be ensured.

Data Retention

Personal data will be retained:

- For the duration necessary to manage the event
- For the legally required retention period for accounting and tax purposes
- For up to 5 years for reporting and audit purposes

After this period, data will be securely deleted or anonymized.

Data Security

Appropriate technical and organizational measures are implemented to ensure data security, including:

- Secure registration platform
- Encrypted payment processing
- Restricted access to personal data
- Confidentiality agreements with service providers

Participant Rights

Under GDPR, participants have the right to:

- Access their personal data
- Rectify inaccurate data
- Request erasure ("right to be forgotten")
- Restrict processing
- Object to processing
- Request data portability
- Withdraw consent at any time (where processing is based on consent)

Requests should be sent to: issa26@the.pt

Participants also have the right to lodge a complaint with the Portuguese Data Protection Authority (CNPD).