

# May Contain Hackers / MCH2022

## REIMBURSEMENT REQUEST / RECEIPT

Name \_\_\_\_\_

E-mail<sup>1</sup> \_\_\_\_\_

<sup>1</sup> if you have one

IBAN<sup>2</sup> \_\_\_\_\_

<sup>2</sup> or other banking info

BIC (SWIFT)<sup>3</sup> \_\_\_\_\_

<sup>3</sup> non-EU accounts

Postal address<sup>3</sup> \_\_\_\_\_

Zipcode / city<sup>3</sup> \_\_\_\_\_

Country<sup>3</sup> \_\_\_\_\_

I request the following expenses to be reimbursed to me

Expense description	Expense date	Amount, euro	Amount	1 euro rate
1				
2				
3				
4				
5				
TOTAL:				

! Every expense position requires appropriate documentation attached to this form.  
! **Handwritten attachments are not accepted.** Handwritten form is ok.

Approved by Speaker Desk Supervisor: \_\_\_\_\_

Approved by Team:Finance: \_\_\_\_\_

Reimbursement received in cash by Speaker: \_\_\_\_\_

# MCH2022 speaker reimbursement policy

- \* Reimbursements have to be granted prior to expenses being declared.
- \* Speakers have to make their own travel arrangements as a rule (for speakers that cannot possibly fund their travel arrangements upfront, there are exceptions to this rule).
- \* Actual payment will happen after speaker has delivered their talk/performance/etc.
- \* Speaker will provide copies of receipts, boarding passes etc. before getting reimbursed. These can be in digital form.
- \* Euro is the only currency reimbursements will be paid out in.
- \* Bank transfer is strongly preferred.

## IFCAT Speaker reimbursement privacy notice

### Our contact details

Name: Stichting IFCAT  
Address: [content@mch2022.org](mailto:content@mch2022.org)  
Web: <https://mch2022.org>

Date: May 29th, 2022

### The type of personal information we collect

We currently collect and process the following information:

- Name
- Contact details (e-mail address, phone number)
- Reimbursement details
- Bank/payment details

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- In order to allow us to reimburse you for costs you have made as a speaker at the MCH2022 event.

Under the EU General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

#### (a) We have a contractual obligation:

By committing to reimburse you, we have entered into a contract and these details are necessary for us to be able to uphold our commitment.

#### (b) We have a legal obligation under Dutch tax law:

Dutch tax law obliges us to maintain books for a period of seven years.

#### (c) We have a legitimate interest:

We have an interest in reimbursing speakers who could otherwise not come to MCH2022. This interest is legitimate and for the most part aligned with your own interests.

### How we store your personal information

We store your information in a) our conference management system, b) our ticketing system and c) our bookkeeping systems.

We will dispose of the information stored in a) and b) within a year, the information stored in c) may remain there for up to seven (7) years because of Dutch tax law obligations.

### Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [insert email address, phone number and or postal address] if you wish to make a request.

Please do note that none of the above data subject rights are absolute in the sense that for the most part their exercise may be overridden by for example the fact that we have a legal obligation under Dutch tax law to maintain books for seven years.

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [content@mch2022.org](mailto:content@mch2022.org).

You can also complain to the Autoriteit Persoonsgegevens (which is the competent supervisory authority) if you are unhappy with how we have used your data.

The AP's address:  
Autoriteit Persoonsgegevens  
Postbus 93374  
2509 AJ DEN HAAG  
The Netherlands  
<https://www.autoriteitpersoonsgegevens.nl/>