

## INVITATION LETTER FOR OBTAINING VISA

Subject: Invitation letter for obtaining a visa to attend an international conference in Luxembourg.

**Name:** Power Electronics for Distributed Generation Systems (PEDG 2024)

**Conference Dates:** June 23-26 2024, Luxembourg

**Conference Location:** Parc Hotel Alvisse - 120, route d'Echternach – L-1453 Luxembourg

**Personal Information:**

TITLE	GENDER	LASTNAME	FIRSTNAME

<b>ADDRESS</b>	
<b>E-MAIL</b>	

<b>PHONE</b>	HOME:	WORK:	MOBILE:

<b>Date of Birth:</b>	<b>Place of birth:</b>	<b>Nationality:</b>

<b>PASSEPORT N°</b>	<b>Date ISSUE:</b>	<b>Date EXPIRY:</b>

We look forward to seeing you in Luxembourg.

Pedro Rodriguez Cortes <b>Luxembourg Institute of Science and Technology</b>	Tel: (+352) 275 888-1 E-mail: pedro.rodriguez@list.lu
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## PRIVACY NOTICE

We, at LIST, respect your privacy and are committed to protecting your personal information in compliance with the applicable legislation and, in particular, with the General Data Protection Regulation (hereafter “**GDPR**”) (EU) 2016/679.

The data controller of this processing activity is LIST, having its registered office at 5, Avenue des Hauts-Fourneaux L-4362 Esch-sur-Alzette, Luxembourg.

LIST will collect the following personal data about you as included in the present letter.:

- Your common personal data: name, surname
- Communication data: mobile number, home and work phone number, professional email address
- Your identification data: date and place of birth, gender, nationality, your passport number and date of issue/expiry,
- Your professional data: title, address of your organization,

Your data will be retained for the duration of the Conference in which you will participate after validation of your visa application. In case your application is rejected and you inform us that you cannot participate in said Conference, your data will be deleted upon receipt of such information. For the entire period of retention of personal data, LIST undertakes to put in place all necessary means to ensure their confidentiality and security, in order to prevent their damage, erasure or access by unauthorised third parties.

LIST processes the mentioned personal data to the extent necessary to ensure your participation to the Conference in which you have or will be registered. The legal basis for the processing of personal data is LIST’s legitimate interest to organise the Event and facilitate your participation to said Event.

The legal basis is represented by your consent, that can be withdrawn at any time by sending an e-mail to [communication@list.lu](mailto:communication@list.lu).

In order to fulfil the mentioned purposes, LIST may share your personal data with third parties such as the Ministry of Foreign Affairs of Luxembourg. In such cases, LIST shall take appropriate steps to ensure that third parties will apply adequate protection to this data as required by the applicable data protection legislation. Access to the your personal data is strictly limited to LIST’s employees who are authorised to process them based on their professional role.

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Finally, you have the right to lodge a complaint with the National Commission for Data Protection (hereinafter “**CNPD**”, website: <https://cnpd.public.lu/fr.html>) if you consider that a processing of your personal constitutes a violation of the GDPR.