

# **National Association of State Technology Directors**

## **Event Data Disclosure Agreement**

### **I. Acceptance of Terms**

**It is important that you read all terms and conditions carefully as by registering for, attending, and/or utilizing event services, you agree to the collection, use, and sharing of your personal data for the purpose of your participation in this event.**

### **II. The Data NASTD Collects**

#### *Registration*

By registering for this event, you, as an “attendee”, are providing to the National Association of State Technology Directors (“NASTD”) certain personal data that allows NASTD to serve you better. NASTD collects the following types of personal data (“Data”):

- Name
- Organization
- Job Title
- Address
- Email
- Phone
- Dietary Needs

The collection of this data is to provide you with services as it relates to your attendance at this event. Without this data, NASTD will be unable to guarantee the provision of said services.

### **III. How and Where NASTD Collects the Data**

NASTD collects your data when you register for this event through the NASTD event registration website. You agree that the data you provide during the registration process is accurate, true, and complete. You have the right and responsibility to update any incorrect or out of date data in a timely manner. Provision of erroneous data may result in the failure to receive important updates and information about the event. You may update your registration by contacting NASTD at [nastd@csg.org](mailto:nastd@csg.org).

By registering, you agree that NASTD may use data collected during the registration process to provide you with information about NASTD and/or the event such as: attendee reminders, updates, logistical changes in the event, and post-event satisfaction data collection.

Your agreement to how the data is collected, used, shared, and stored is specific to that data which is necessary to plan and facilitate this event and permit your attendance. In Section X, there is additional information on the sharing of personal data in the planning and facilitation of this event that will enhance your experience and provide you with additional services.

NASTD uses CrowdCompass in the facilitation of this event. This mobile application is provided to attendees to enhance the event experience and provide a mechanism by which important event information can be easily accessed. By downloading and utilizing CrowdCompass the attendee agrees to the terms and conditions of the application independently of this agreement and is solely responsible for all personal data provided and shared through the application.

### *Payment*

Electronic payment for event registration is taken and managed in Cvent. Sponsorship payment is taken via Wufoo and processed by Authorize.net. By providing payment information through those third parties, attendee agrees to the terms and conditions of the applications independently of this Agreement and is solely responsible for all personal information and data provided and shared through those applications.

### *Attendance*

During the event, it may be necessary for attendees to verify their personal data provided during registration as it relates to event attendance. This personal data is for the sole purpose of verification of previously collected data to confirm your identity, accommodations, and delivery of services at the event. Failure to provide this data during attendance may result in the inability to render services to the attendee.

Additionally, this event provides opportunities for networking with other attendees. Personal data shared directly with other attendees during networking is the sole responsibility of the attendee. Attendees should exercise sound judgement concerning sharing of personal data with others and should take necessary steps to ensure privacy and protection of said data as NASTD shall not be responsible for data shared in this capacity during the event.

## **IV. How NASTD Uses Your Data**

You agree that the data collected shall be used in the planning and facilitation of this event and to render event services to the attendee. Additionally, you agree that the data collected from you may be used by NASTD as business intelligence to enhance attendee experience by improving services offered.

You agree that NASTD may use data collected to investigate, respond, and resolve customer issues which includes any security investigations, fraud, or other violations of this agreement. This may include third parties contracted to assist with the resolution of these issues.

## **V. How NASTD Shares Your Data**

By registering for this event, you agree that the NASTD may share the personal data provided for logistical purposes including, but not limited to: securing lodging, transportation, catering, and other routine event services on your behalf with the venue and any third-party suppliers which are required to deliver event services on location.

NASTD contracts with third party suppliers in the fulfillment of service delivery for this event including, but not limited to printers, awards vendors, operational system providers, etc. You agree to allow NASTD to share your personal data for the fulfillment of these services and understand that NASTD will require that all third-party suppliers abide by these terms in their fulfillment of said services.

As described in Section X, NASTD shares attendee lists with event attendees and sponsors who may provide you with promotions or announcements that may be of interest based on the information you provide. You agree to allow NASTD to share this data for these purposes.

### *Legal Disclosures*

It is possible that NASTD will need to disclose data about you when required by law, subpoena, or other legal process or if we in good faith believe that disclosure is reasonably necessary to 1.) investigate, prevent, or take

action regarding suspected ethics violations, actual illegal activities, or to assist government enforcement agencies; 2.) enforce our agreement with you; 3.) investigate and defend ourselves against any third-party claims or allegations; 4.) protect the security or integrity of our services; 5.) exercise the rights and safety of NASTD, you, personnel or others. We will attempt to notify you about any legal demands for personal data when appropriate in our judgement, unless prohibited by a court of law or court order or when the request is an emergency.

## **VI. Data Storage**

You agree that NASTD will retain the personal data provided and maintain accurate records of this event in addition to the provision of services. All data is retained and stored in perpetuity for historic record of this event. You have the right to request that your personal data be deleted or a portion thereof; however, NASTD will retain data, which is reasonably necessary to meet accreditation standards, meet regulatory requirements, resolve disputes, maintain security, prevent fraud, or abuse, or enforce this agreement.

## **VII. Data Security**

NASTD is dedicated to the protection of your personal **data** and as such has set forth policies and safeguards around data collection, use, sharing, and storage. A copy of this policy may be found at <http://www.nastd.org/aboutnastd/privacypolicy>. NASTD seeks to use reasonable organizational, technical, and administrative measures to protect personal data. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with NASTD is no longer secure, please immediately notify us in accordance with the "Accessing, Updating, and Deleting Personal Data" section below.

## **VIII. Accessing, Updating, and Deleting Personal Data**

For questions concerning this policy, how to access, update, or delete your profile, alter opt in authorization, or other concerns, please contact NASTD at:

Pamela Johnson, CMP  
Meetings & Member Services Manager  
[pjohnson@csg.org](mailto:pjohnson@csg.org)

## **IX. Acknowledgement of Disclosure**

By continuing with this registration, I confirm that my consents and approvals set forth above are freely given, specific, informed, and unambiguous.

## **X. Additional Data Collection and Use**

### *Attendee List (All Event Attendees)*

NASTD collects and assembles a list of event attendees to distribute to other event attendees. By registering, you agree to have the following personal data included in that list and made available to other event attendees:

- Name
- Organization

- Job title
- Email

#### *Attendee List (Sponsors)*

NASTD collects and assembles a list of event attendees to distribute to NASTD Sponsors. By registering, you agree to have the following personal data included in that list and made available to NASTD Sponsors for the purpose of facilitating networking among NASTD conference attendees:

- Name
- Organization
- Job title
- Email

#### *Photograph Use*

During this event, NASTD may take photographs of you which may be posted to social media. By registering, you agree to give NASTD permission to utilize your photograph as it relates to the event, future marketing of said event, and/or on social media. Also, during this event, other conference attendees may take photographs or post images on social media. NASTD does not accept responsibility for photographs taken by other attendees in the execution of this event.