

Data Usage Agreement Policy

Introduction

The International Association of Professional Congress Organizers (IAPCO) is committed to protecting the privacy and security of the email addresses of employees of its member companies. This Data Usage Agreement Policy sets forth the terms and conditions under which IAPCO collects, uses, and processes email addresses provided by its members.

This document outlines our data usage agreement policy to ensure compliance with the General Data Protection Regulation (GDPR). Our goal is to protect the rights and privacy of individuals whose email addresses we collect, use, and process.

Scope

This policy applies to all employees of member companies of IAPCO.

Email Addresses

We define email addresses as any electronic mailbox designed to receive incoming messages, typically consisting of a user@domain pair.

Collection and Processing of Email Addresses

IAPCO collects email addresses directly from employees of member companies and guest users through various means, including (but not limited to) online forms, surveys, and event registrations.

We collect and process email addresses solely for the purpose of communication about IAPCO and its Partners, including (but not limited to):

- IAPCO news and updates on the activities and initiatives
- Event announcements and promotions
- Membership benefits and opportunities
- Educational and informational resources such as white papers and magazines
- Surveys and feedback
- Administrative communications, including membership renewals and event registrations

We do not collect or process email addresses for any other purpose.

Individuals have the right to opt out of receiving communications from IAPCO at any time through the opt-out option on every communication sent.

Data Security and Retention

IAPCO implements appropriate technical and organizational measures to ensure the security and confidentiality of the email addresses collected.

The email addresses will be retained until IAPCO is notified that the member company employee is no longer employed and/or as long as the member company remains a member of IAPCO and to fulfil the purpose for which they were collected and in compliance with GDPR requirements for data retention.

Upon request, at any time, IAPCO deletes email addresses from its database.

Consent and Opt-Out

By providing email addresses of member company employees to IAPCO, you and such employees are providing consent to IAPCO of the use of these addresses for the purposes outlined in this policy.

Individuals receiving communications from IAPCO will have the option to unsubscribe or opt out of future communications at any time.

Rights of Data Subjects

Individuals whose email addresses are processed under this agreement shall have the right to exercise their data subject rights as provided by GDPR.

IAPCO shall promptly respond to any requests related to data subject rights, including access, rectification, erasure, or restriction of processing.

Data Sharing

Outwith the listing of the main contact of the IAPCO member company on IAPCO's website, IAPCO will not share, sell, or rent email addresses of individuals to third parties for marketing or commercial purposes.

Data Accuracy

IAPCO will make reasonable efforts to ensure the accuracy and currency of email addresses in our possession. Member companies are encouraged to inform IAPCO promptly of any changes or updates to their employee email addresses.

Amendments Review and Updates

IAPCO reviews and updates this policy regularly or whenever there is a change in the legal framework or significant changes to the way email addresses are processed. The latest version of this policy is available on the IAPCO website.

By providing their email addresses to IAPCO, employees of member companies acknowledge and agree to the terms of this Data Usage Agreement Policy and consent to the use of their data as outlined herein.

We reserve the right to amend this policy at any time by giving notice to affected parties. Changes will take effect immediately unless otherwise stated.

Consent

As the principle contact within my company for IAPCO, I, _____,
provide IAPCO with approval to store the relevant employee data provided by my company,
_____, for the sole purposes as outlined in this
Agreement.

Signed:

Title / Position:

Dated: