

IEEE Event Organizers Data Subject Consent Collection & Submission Process

Consent under GDPR ([Global Data Privacy Regulation](#)) has been one of the most widely discussed topics for organizations over the past year to ensure compliance with the regulation.

GDPR's requirements are stringent, particularly around requesting and maintaining records of consent. As an event organizer, we want to help you understand what GDPR consent means, and how you can properly serve your attendees and IEEE under the regulation.

Implementing Consent During the Event Registration Process

For IEEE, consent compliance requires your participants to acknowledge and accept both the [IEEE Privacy Policy](#) and the [IEEE Event Terms and Conditions](#), to register for, and attend, an IEEE event. To accurately capture consent through your event registration process, IEEE guidelines require you to implement the following into your registration process/system:

- A quick introduction on the acceptance of IEEE policies.
- Two separate consent questions: one for IEEE's Privacy Policy, one for IEEE's Event Terms and Conditions.
- A hyperlink for both policies for ease of reference.

The below registration page provides you with an illustration of how to implement these requirements into your registration form:

Acceptance of IEEE policies are required to register for this event

By submitting your registration details, you acknowledge that:

***You have read and are in agreement with IEEE's Privacy Policy.**

I accept the IEEE Privacy Policy.

***You have read and are in agreement with IEEE's Event Terms and Conditions.**

I accept the IEEE Event Terms and Conditions.

[IEEE Privacy Policy](#) | [IEEE Event Terms and Conditions](#)

Recording Consent

IEEE must be able to demonstrate that the data subject has consented to processing their data; this means that IEEE is required to maintain a detailed consent management record within a centralized data repository. For our global financially sponsored events, IEEE Meetings, Conferences, & Events (MCE) serves as the point of contact for the intake and administration of this requirement.

Upon conclusion of your event you will be required to submit your attendance list via an Excel format to IEEE for centralized storage of the consent given by the data subject. This should be submitted no more than 30 days upon conclusion of your event. To submit your file ready list, follow the instructions below:

1. Export the following information to a Microsoft Excel document:
 - a. Registrant's email (lowercase only)
 - b. Registrant's first name
 - c. Registrant's last name
 - d. Member ID or Customer Number
 - e. Date and time of registration
 - f. Acceptance of IEEE Privacy Policy statement
 - g. Acceptance of IEEE Event Terms and Conditions
2. The spreadsheet layout should appear as below and must include the column headings.

email	firstName	lastName	Member ID or Customer Number	Date/Time of Registration	Acceptance of IEEE Privacy Policy	Acceptance of IEEE Event Terms and Conditions
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3. The column contents should be defined as noted below:

Column name	Description
email	The registrants email - lower case only
firstName	The registrants first name
lastName	The registrants last name
Member ID or Customer Number	The customer number given to each register
Date/Time of Registration	Required format: YYYY-MM-DDTHH24:MI:SS YYYY - 4 digit Year MM - 2 Digit month DD - 2 digit day HH24 - hours as in 24 hrs

	MI-Minutes SS-Seconds
Acceptance of IEEE Privacy Policy	ieee_privacy_policy
Acceptance of IEEE Event Terms and Conditions	ieee_event_tos

- Once finalized, submit your list to IEEE for upload into the centralized consent management system for appropriate record keeping to meet regulation guidelines:
<https://app.smartsheet.com/b/form/a4d56bebbba0244efa19c5b428fa41d9b>

Note: If data capture is incomplete or improperly formatted, IEEE will be unable to process your submission.

The data submitted will be stored to meet GDPR compliance regulations only. This data will be protected and will not be utilized for any unintended purpose (i.e. marketing activities) for the organization.

For questions on this process, please contact gdpr-mce@ieee.org.