GDPR Compliance for Event Registration:

A Guide for Google Forms Implementation

By: IEEE Meetings, Conferences & Events | 23 January 2020 | v.5

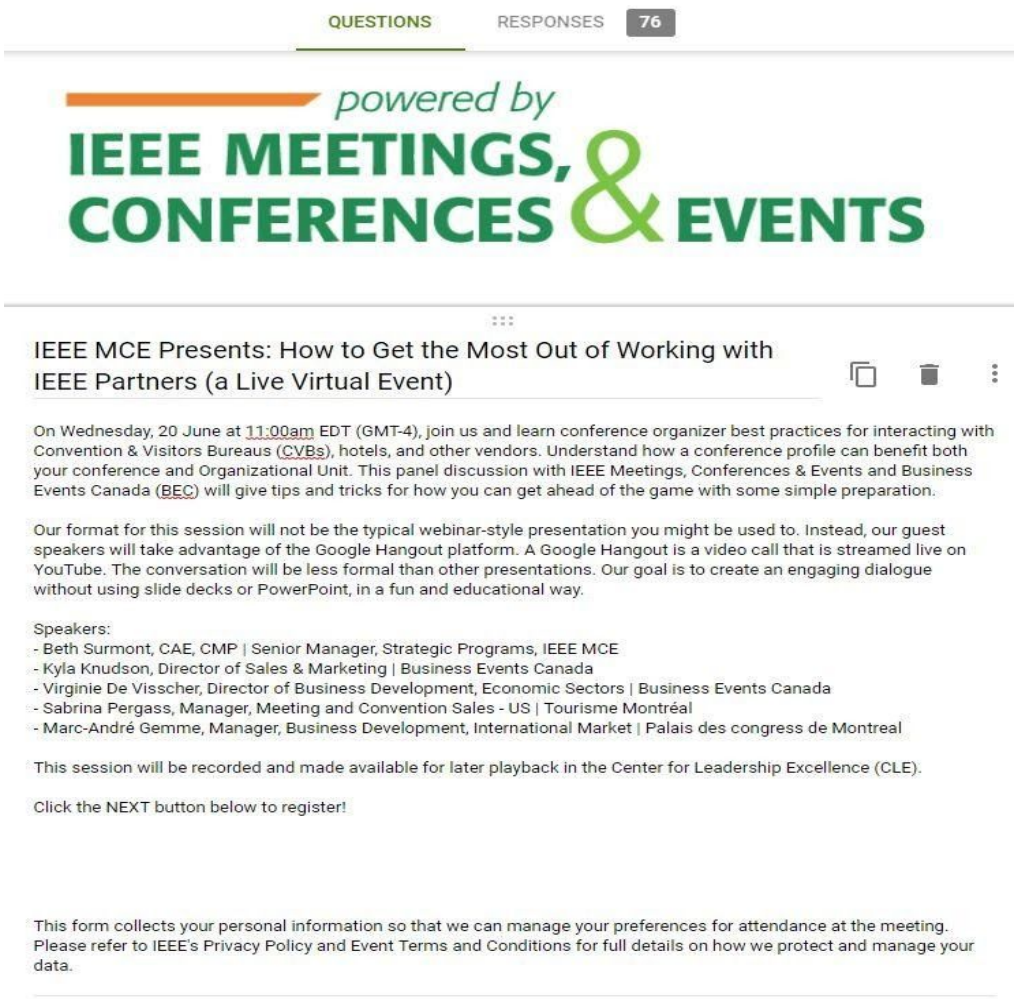
This document is an excerpt of Appendix C from the full GDPR guide.

This document communicates general information only, and serves as a starting point in your understanding of issues relating to GDPR. This document is not legal advice, nor does it convey legal facts or opinions. Do not rely on the content of this document for any particular situation, and always consult IEEE's regulatory expert at privacy@ieee.org to discuss your specific legal, compliance, and GDPR-related issues.

Adding IEEE Privacy Policy and IEEE Event Terms and Conditions to the Registration Form 3

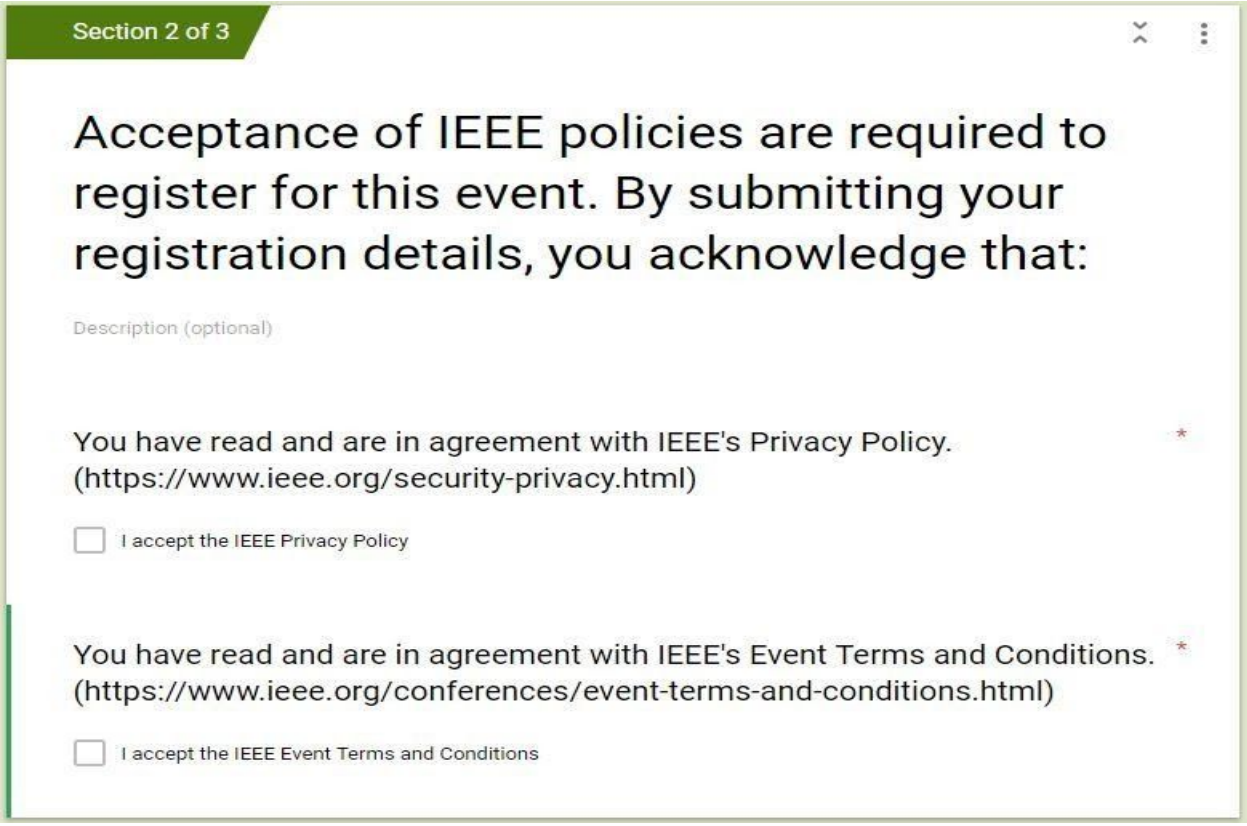
Adding IEEE Privacy Policy and IEEE Event Terms and Conditions to the Registration Form

1. Locate your form within Google Forms
2. On the bottom of the first section, add a few spaces and enter the following text: “This form collects your personal information so that we can manage your preferences for attendance at the meeting. Please refer to IEEE's Privacy Policy and IEEE’s Event Terms and Conditions for full details on how we protect and manage your data.”



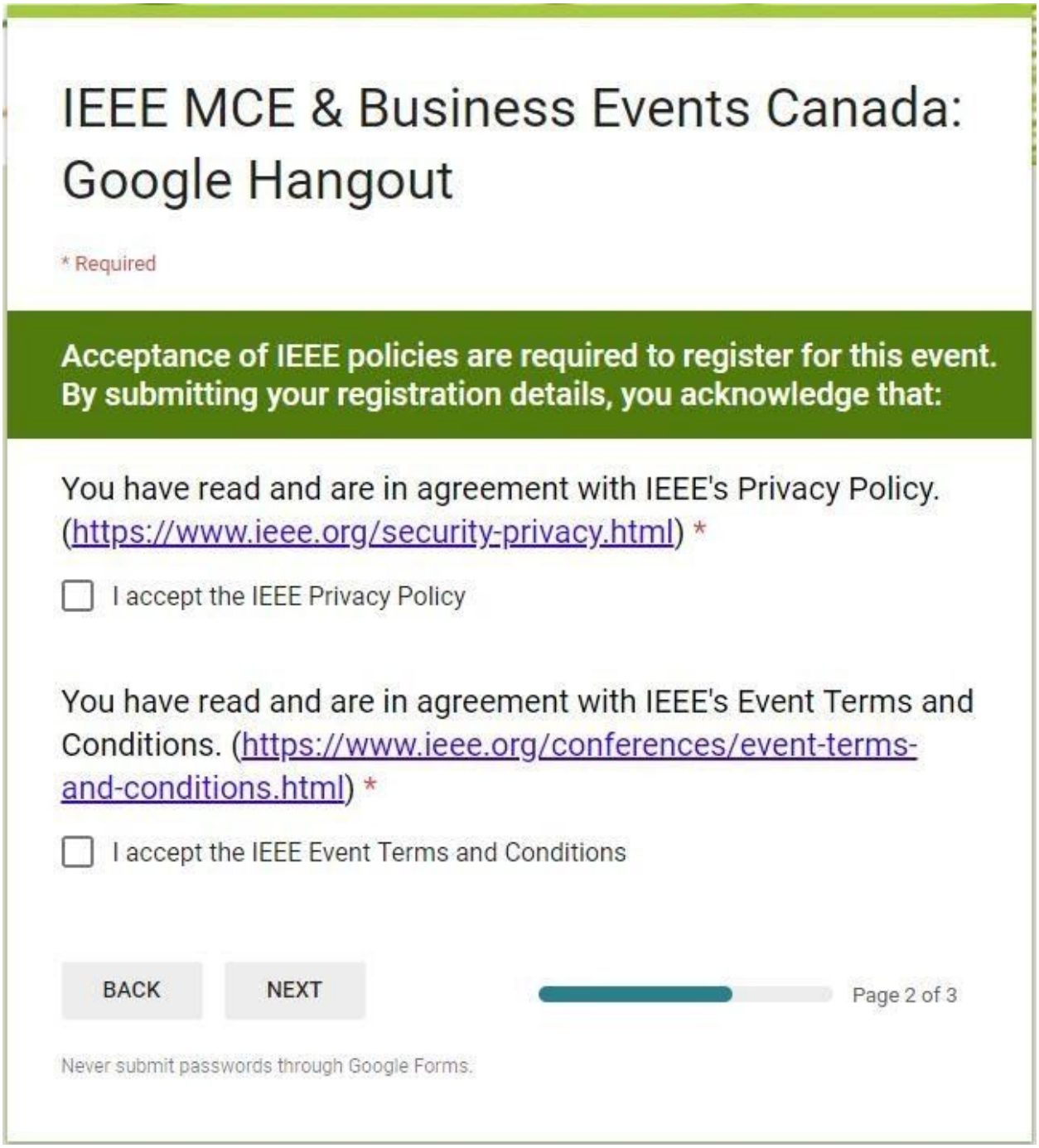
3. Add a “New Session” from the right navigation
4. In the description section, add: “Acceptance of IEEE policies are required to register for this event. By submitting your registration details, you acknowledge that:”
5. Add “New Question” from the right side navigation
    a. Change the right hand drop-down to “Checkboxes”

   b. In the "Question" field, enter: "You have read and are in agreement with IEEE's Privacy Policy. (https://www.ieee.org/security-privacy.html)"
   c. In the "Option 1" field, enter: "I accept the IEEE Privacy Policy"
   d. Mark the question as "required"
6. Add "New Question" from the right side navigation
   a. Change the right hand drop-down to "Checkboxes"
   b. In the "Question" field, enter: "You have read and are in agreement with IEEE's Event Terms and Conditions. (https://www.ieee.org/conferences/event-terms-and-conditions.html)"
   c. In the "Option 1" field, enter: "I accept the Event Terms and Conditions"
   d. Mark the question as "required"



7. Add a "New Section" from the right navigation
8. Add in any additional questions you would like to ask here
9. Preview your Form and start a registration

10. Select the “Next” button



IEEE MCE & Business Events Canada: Google Hangout

* Required

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. (https://www.ieee.org/security-privacy.html) *

☐ I accept the IEEE Privacy Policy

You have read and are in agreement with IEEE's Event Terms and Conditions. (https://www.ieee.org/conferences/event-terms-and-conditions.html) *

☐ I accept the IEEE Event Terms and Conditions

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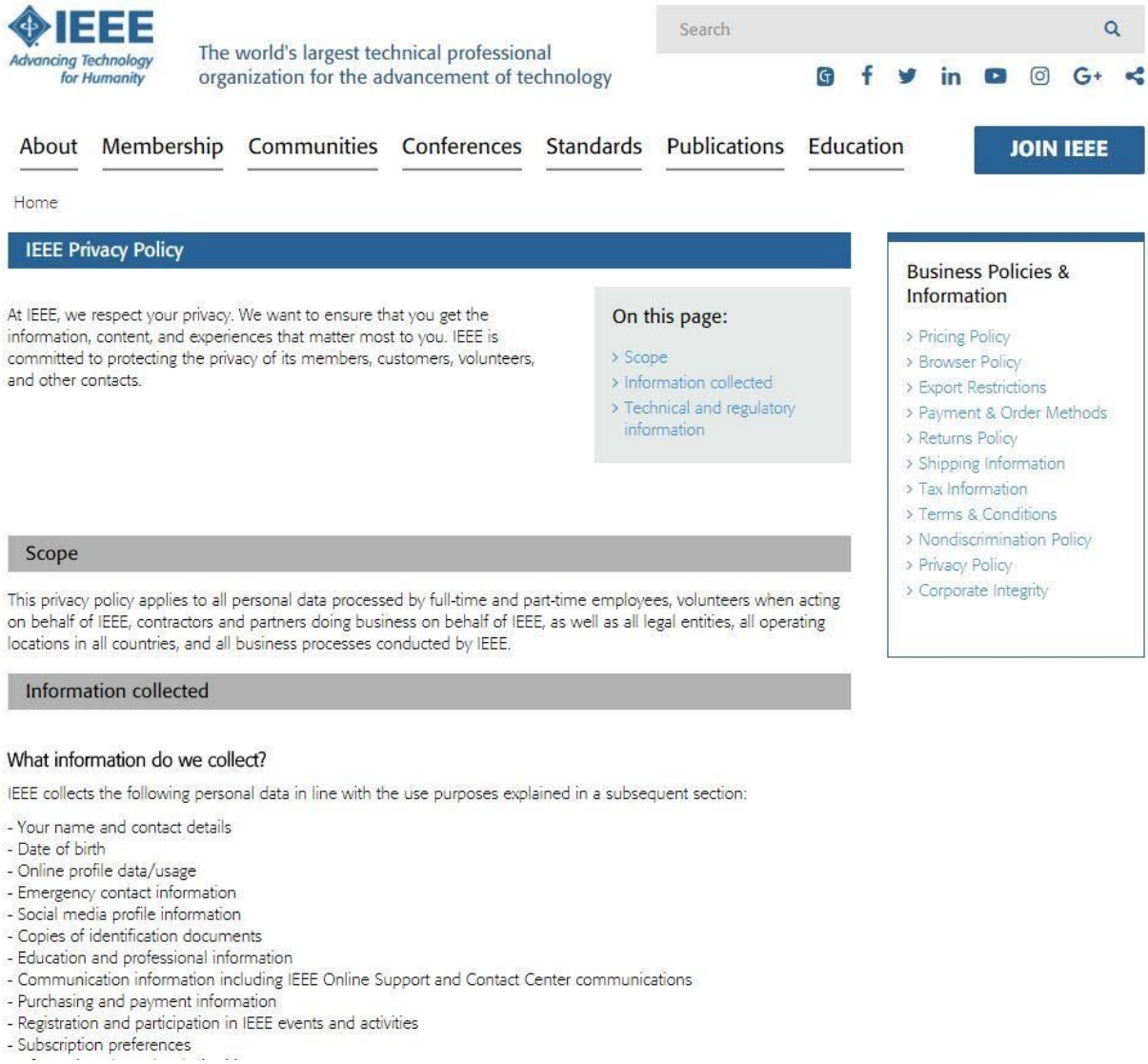
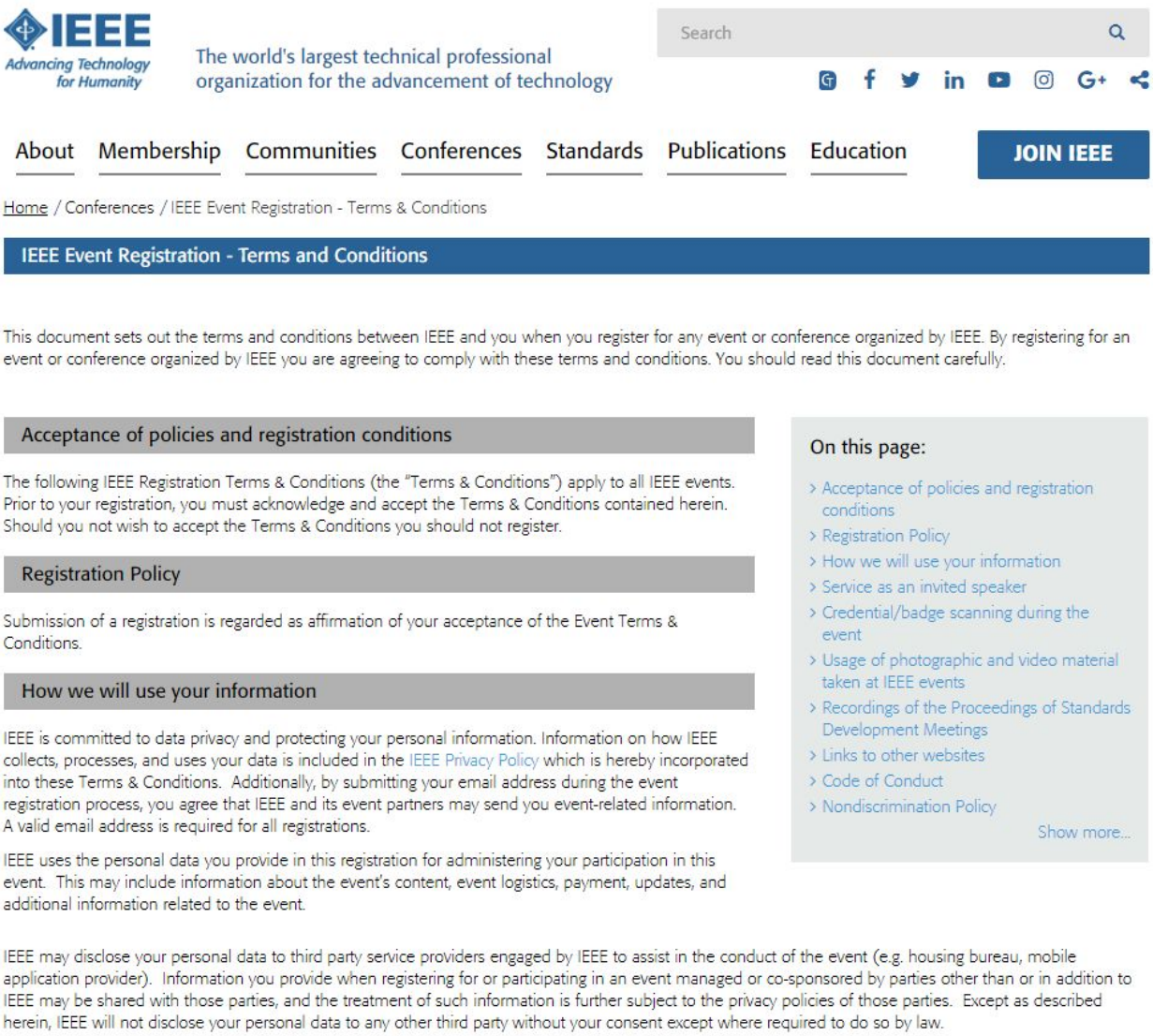
Never submit passwords through Google Forms.

11. Verify that the "IEEE Privacy Policy" link opens to the page below in a new tab within the current browser. It should link to: https://www.ieee.org/security-privacy.html



12. Verify that the "Event Terms and Conditions" link opens to the page below in a new tab within the current browser. It should link to: https://www.ieee.org/conferences/event-terms-and-conditions.html



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IEEE Event Registration - Terms and Conditions

This document sets out the terms and conditions between IEEE and you when you register for any event or conference organized by IEEE. By registering for an event or conference organized by IEEE you are agreeing to comply with these terms and conditions. You should read this document carefully.

Acceptance of policies and registration conditions

The following IEEE Registration Terms & Conditions (the "Terms & Conditions") apply to all IEEE events. Prior to your registration, you must acknowledge and accept the Terms & Conditions contained herein. Should you not wish to accept the Terms & Conditions you should not register.

Registration Policy

Submission of a registration is regarded as affirmation of your acceptance of the Event Terms & Conditions.

How we will use your information

IEEE is committed to data privacy and protecting your personal information. Information on how IEEE collects, processes, and uses your data is included in the IEEE Privacy Policy which is hereby incorporated into these Terms & Conditions. Additionally, by submitting your email address during the event registration process, you agree that IEEE and its event partners may send you event-related information. A valid email address is required for all registrations.

IEEE uses the personal data you provide in this registration for administering your participation in this event. This may include information about the event's content, event logistics, payment, updates, and additional information related to the event.

On this page:

- Acceptance of policies and registration conditions
- Registration Policy
- How we will use your information
- Service as an invited speaker
- Credential/badge scanning during the event
- Usage of photographic and video material taken at IEEE events
- Recordings of the Proceedings of Standards Development Meetings
- Links to other websites
- Code of Conduct
- Nondiscrimination Policy

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IEEE may disclose your personal data to third party service providers engaged by IEEE to assist in the conduct of the event (e.g. housing bureau, mobile application provider). Information you provide when registering for or participating in an event managed or co-sponsored by parties other than or in addition to IEEE may be shared with those parties, and the treatment of such information is further subject to the privacy policies of those parties. Except as described herein, IEEE will not disclose your personal data to any other third party without your consent except where required to do so by law.

13. Make sure both questions are mandatory on the registration form.