GDPR Compliance for Event Registration:

A Guide for RegOnline Implementation

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

This document is an excerpt of Appendix B 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.

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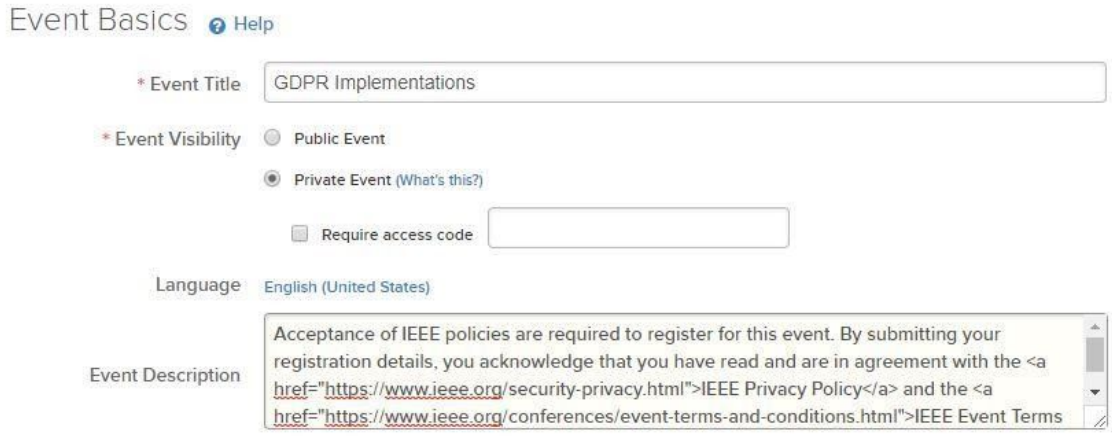
Adding IEEE Privacy Policy and IEEE Event Terms and Conditions to the Registration Form

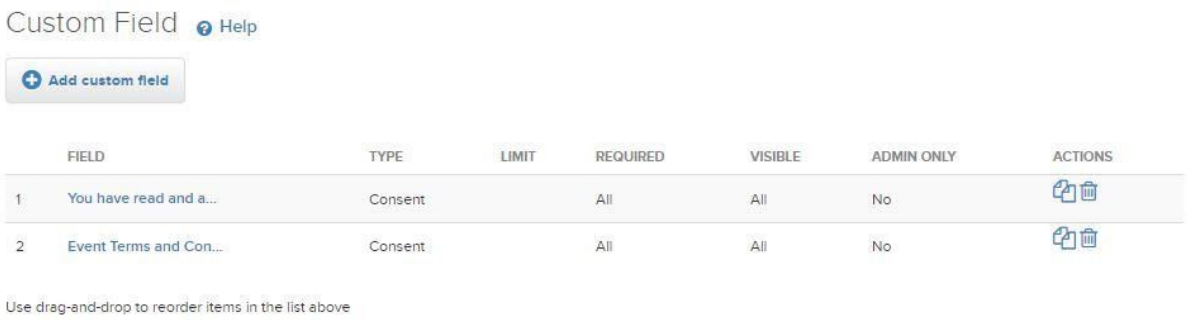
1. Locate your event within RegOnline
2. Under the "Design & Build" navigation, select "Registration"
3. Switch the view from "Design" to "Build"
4. Access the "Start" page of your registration form
5. In the "Event Description", add the following text:
   Acceptance of IEEE policies are required to register for this event. By submitting your registration details, you acknowledge that you have read and are in agreement with the IEEE Privacy Policy and the IEEE Event Terms and Conditions.



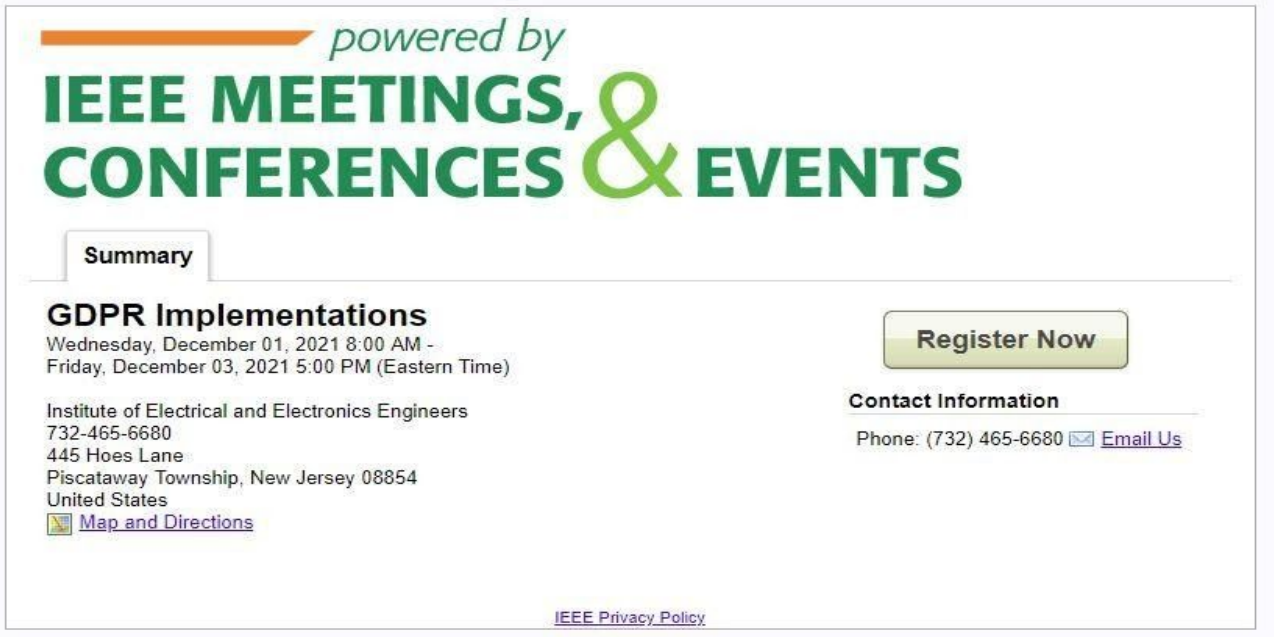
6. Select "Save" in the top right corner
7. Access the "Profile" page of your registration form
8. Scroll to the "Custom Field" section and select "Add custom field"
   a. In the "Name on Form" field, enter:
      You have read and are in agreement with IEEE's Privacy Policy.
   b. Change the "Field Type" to "Consent"
   c. Under "Visible/Required," make sure it is visible by all registrant types and required
   d. Select "Save"
   e. Select "Done"
9. Select "Add custom field"
   a. In the "Name on Form" field, enter:

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

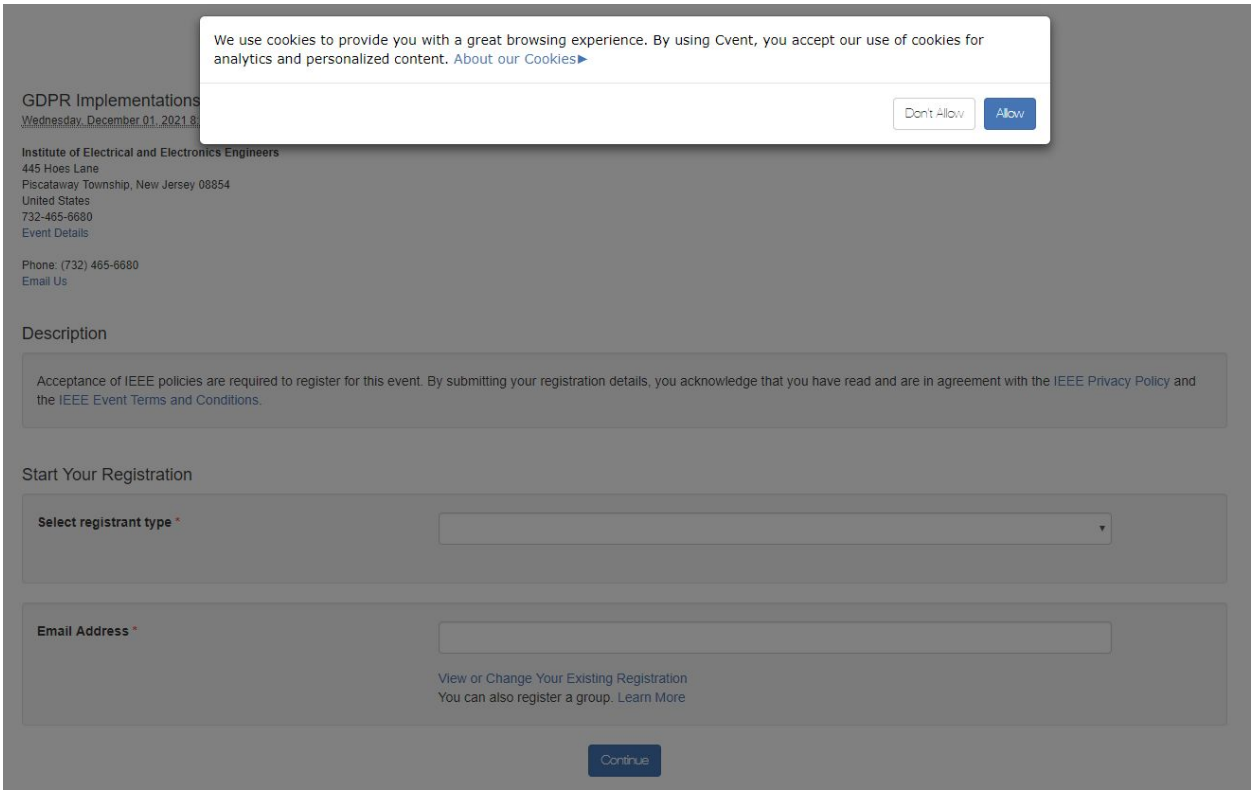
b. Change the "Field Type" to "Consent"
c. Under "Visible/Required," make sure it is visible by all registrant types and required
d. Select "Save"
e. Select "Done"



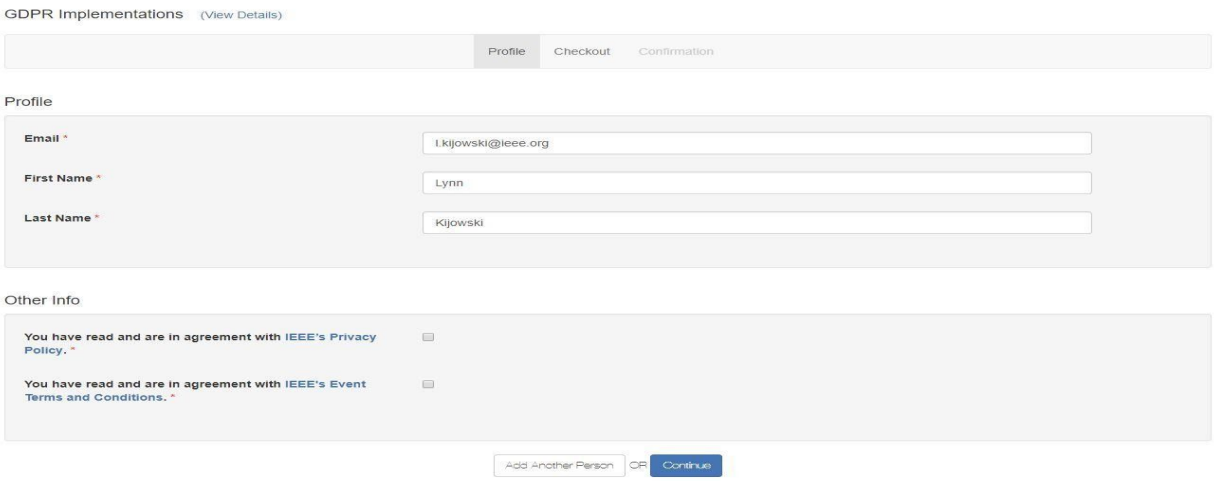
10. Preview your website and start a registration



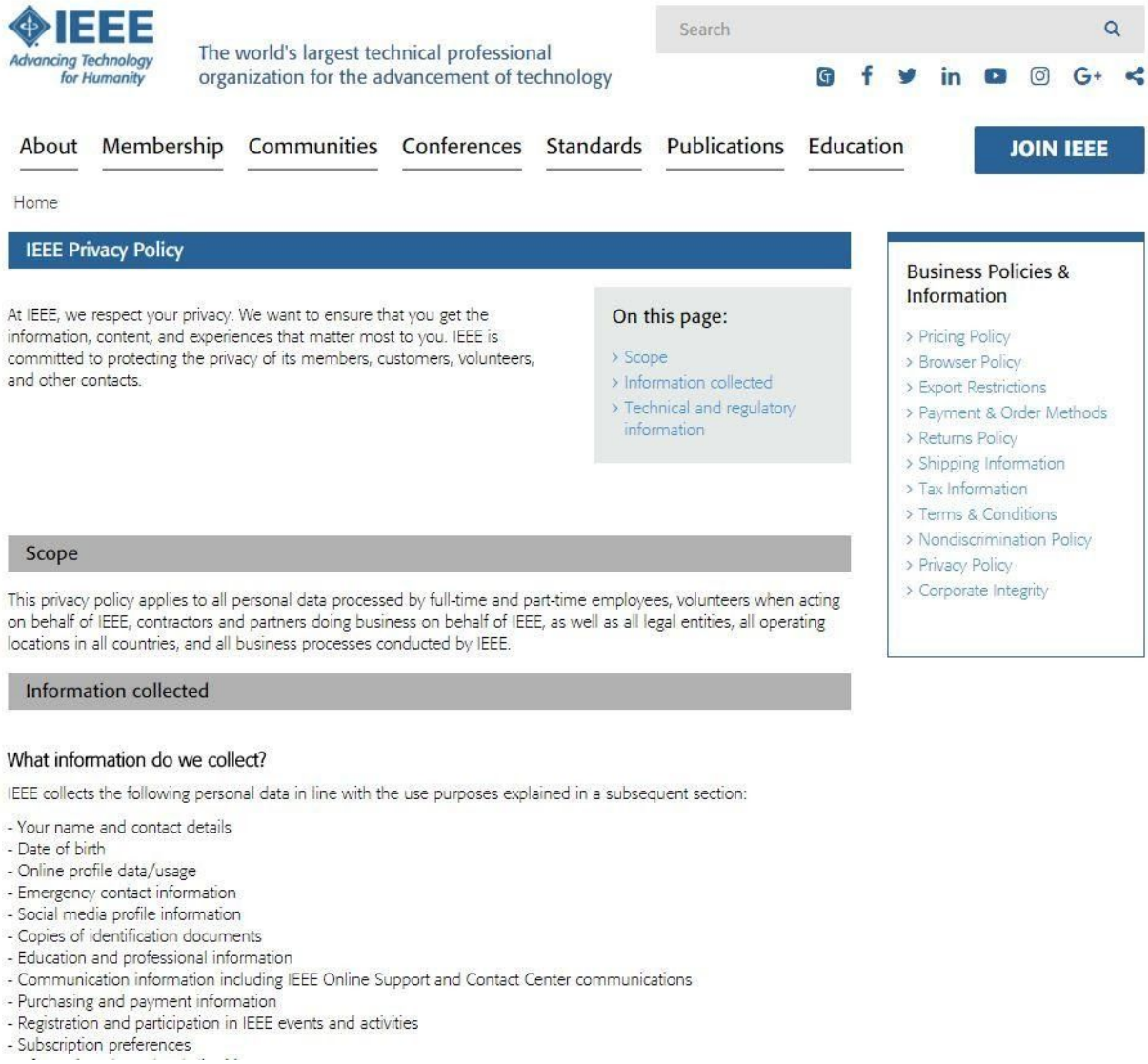
11. Select the "Register Now" button
12. Either "Allow" or "Don't Allow for Cookie" to continue the registration process



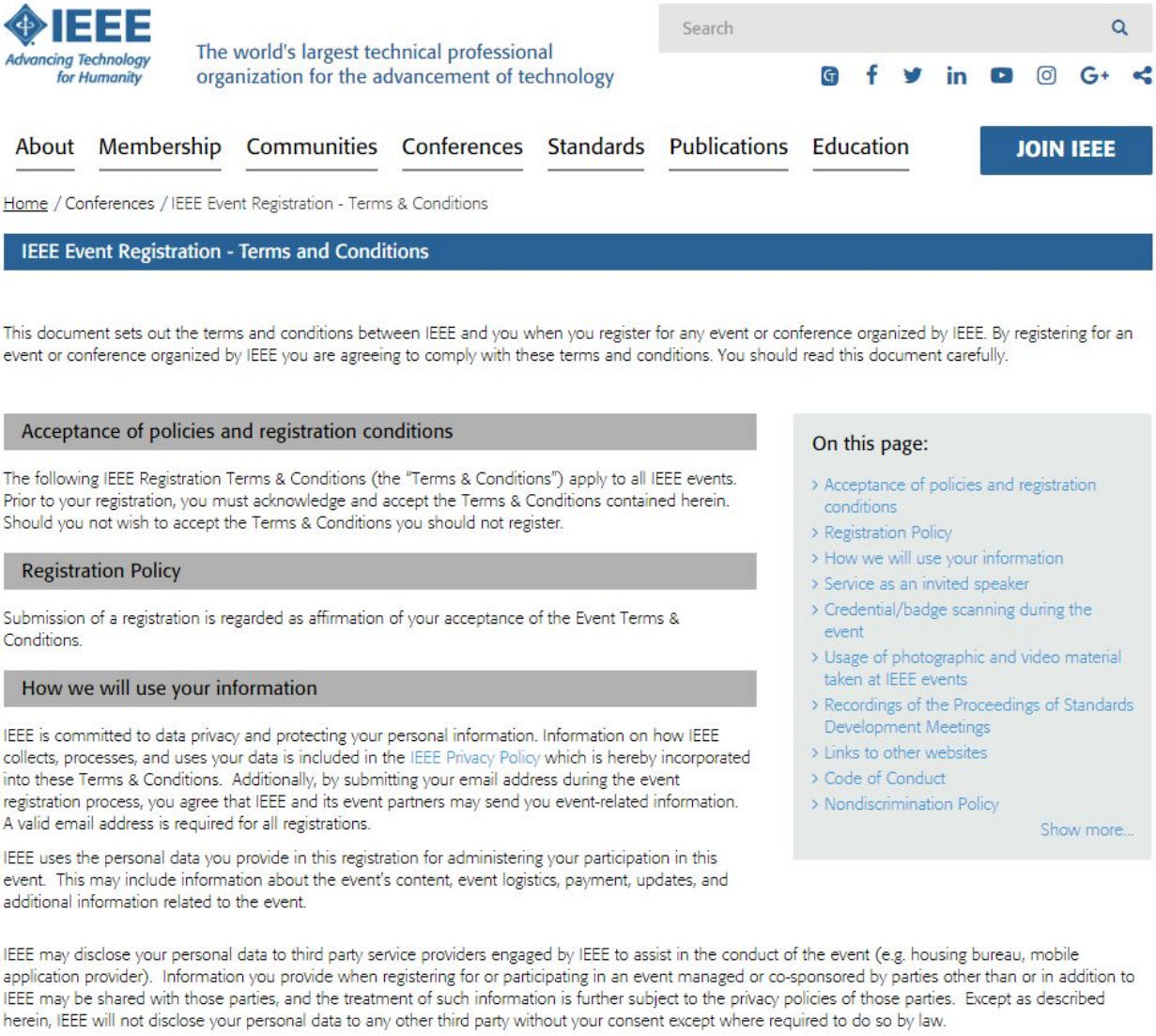
13. Enter a "Registrant Type" and "Email Address"
14. Select "Continue"



15. 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



16. 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

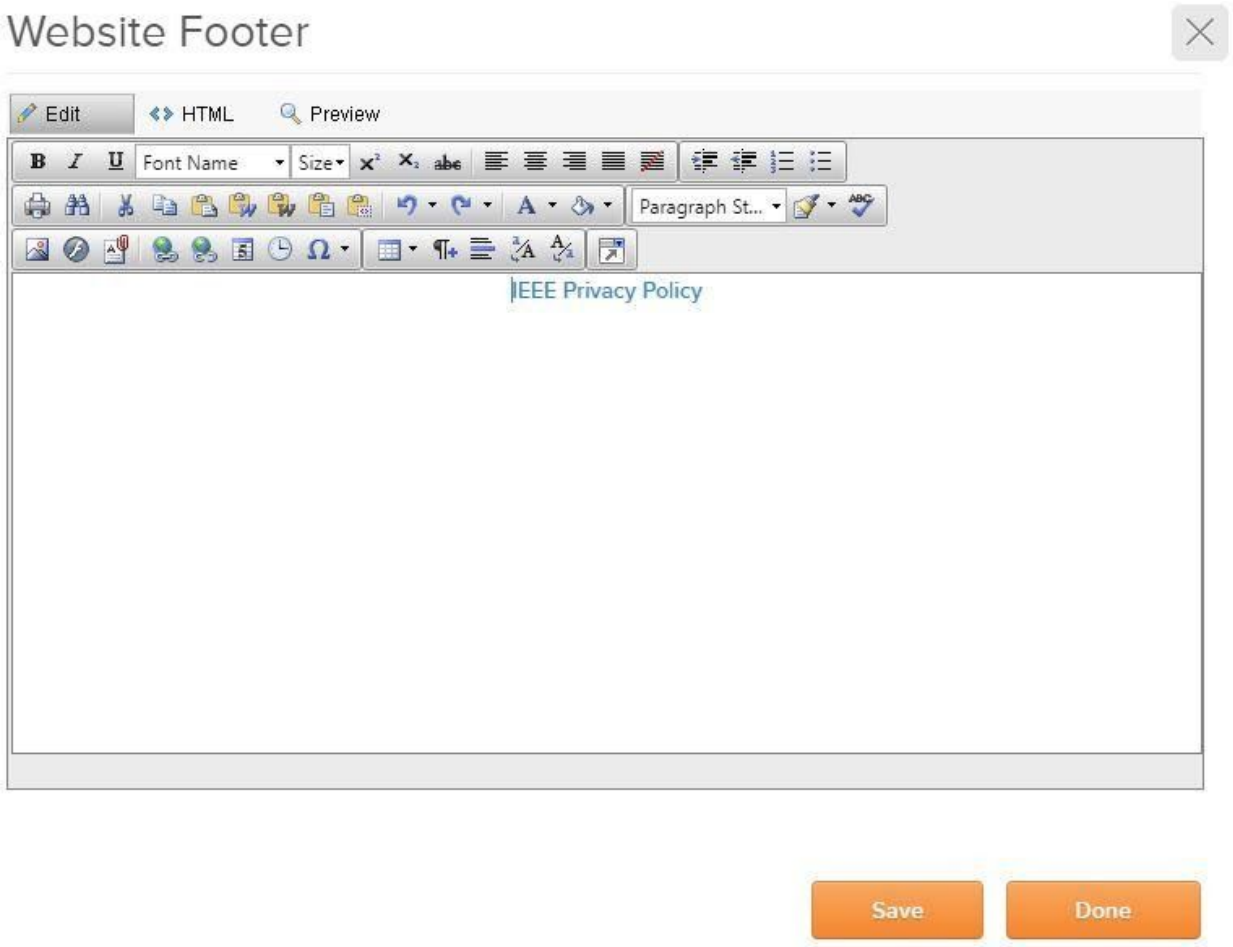


17. Make sure both questions are mandatory on the registration form

Adding IEEE's Privacy Policy Link on each page of the website

1. Locate your event within RegOnline
2. Under the "Design & Build" navigation, select "Website"
3. Switch the view from "Design" to "Build"
4. Scroll to the bottom of the page to "Website Footer" and select "Edit"
5. Enter "IEEE Privacy Policy" and hyperlink to: https://www.ieee.org/security-privacy.html
    a. Change the target to "New Window" so the Privacy Policy opens on a new page instead of the current page

6. Center the text
7. Select “Save”
8. Select “Done”



9. Preview your website

Adding RegOnline’s Cookie Notification on each page of the website

1. Locate your event within RegOnline
2. Under the “Design & Build” navigation, select “Registration”
3. Switch the view from “Design” to “Build”

4. Under the “Event Basics” section, check off the box to the right of “Enable Cookie Notification”

5. Select “Save”
6. Preview your website