

# **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.*

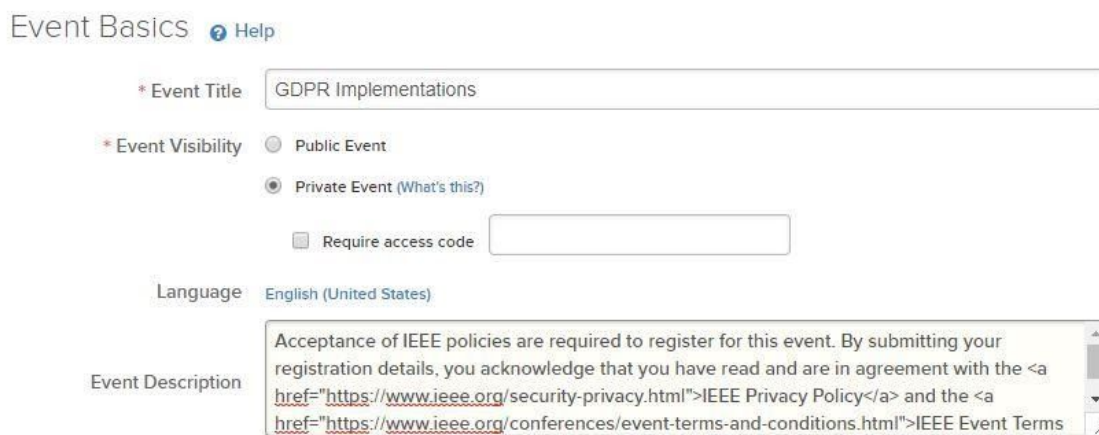
*This document communicates general information only, and serves as a starting point in your understanding of issues relating to GDPR. This document is not legal advice, nor does it convey legal facts or opinions. Do not rely on the content of this document for any particular situation, and always consult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

<b>Adding IEEE Privacy Policy and IEEE Event Terms and Conditions to the Registration Form</b>	<b>3</b>
Adding IEEE's Privacy Policy Link on each page of the website	7
Adding RegOnline's Cookie Notification on each page of the website	8

## 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](https://www.ieee.org/security-privacy.html) and the [IEEE Event Terms and Conditions](https://www.ieee.org/conferences/event-terms-and-conditions.html).



The screenshot shows the 'Event Basics' section of the registration form. The 'Event Title' is 'GDPR Implementations'. The 'Event Visibility' is set to 'Private Event (What's this?)'. The 'Language' is 'English (United States)'. The 'Event Description' field contains the 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](https://www.ieee.org/security-privacy.html) and the [IEEE Event Terms and Conditions](https://www.ieee.org/conferences/event-terms-and-conditions.html)'.





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](https://www.ieee.org/security-privacy.html).
  - 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](https://www.ieee.org/conferences/event-terms-and-conditions.html).

- 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”

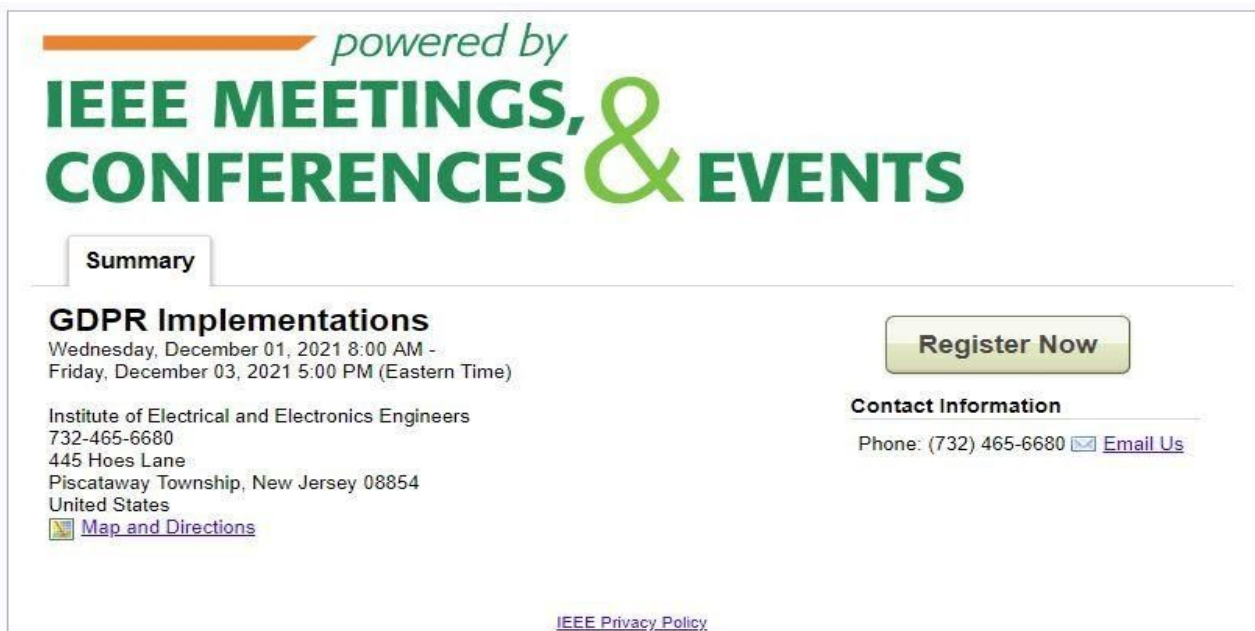
Custom Field [Help](#)

[+ Add custom field](#)

	FIELD	TYPE	LIMIT	REQUIRED	VISIBLE	ADMIN ONLY	ACTIONS
1	You have read and a...	Consent		All	All	No	 
2	Event Terms and Con...	Consent		All	All	No	 

Use drag-and-drop to reorder items in the list above

10. Preview your website and start a registration



powered by  
**IEEE MEETINGS, CONFERENCES & EVENTS**

**Summary**

**GDPR Implementations**  
Wednesday, December 01, 2021 8:00 AM -  
Friday, December 03, 2021 5:00 PM (Eastern Time)

Institute of Electrical and Electronics Engineers  
732-465-6680  
445 Hoes Lane  
Piscataway Township, New Jersey 08854  
United States  
[Map and Directions](#)

**Register Now**

**Contact Information**  
Phone: (732) 465-6680 [Email Us](#)

[IEEE Privacy Policy](#)

11. Select the “Register Now” button

12. Either “Allow” or “Don’t Allow for Cookie” to continue the registration process

We use cookies to provide you with a great browsing experience. By using Cvent, you accept our use of cookies for analytics and personalized content. [About our Cookies](#)

GDPR Implementations  
Wednesday, December 01, 2021 8:00 AM

Institute of Electrical and Electronics Engineers  
445 Hoes Lane  
Piscataway Township, New Jersey 08854  
United States  
732-465-6680  
Event Details

Phone: (732) 465-6680  
Email Us

Description

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.

Start Your Registration

Select registrant type \*

Email Address \*

[View or Change Your Existing Registration](#)  
[You can also register a group. Learn More](#)

Continue

13. Enter a “Registrant Type” and “Email Address”

14. Select “Continue”

GDPR Implementations (View Details)

Profile Checkout Confirmation

Profile

Email \* I.kijowski@ieee.org

First Name \* Lynn

Last Name \* Kijowski

Other Info

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

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

Add Another Person OR 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>

Home

## IEEE Privacy Policy

At IEEE, we respect your privacy. We want to ensure that you get the information, content, and experiences that matter most to you. IEEE is committed to protecting the privacy of its members, customers, volunteers, and other contacts.

### On this page:

- > [Scope](#)
- > [Information collected](#)
- > [Technical and regulatory information](#)

## Scope

This privacy policy applies to all personal data processed by full-time and part-time employees, volunteers when acting on behalf of IEEE, contractors and partners doing business on behalf of IEEE, as well as all legal entities, all operating locations in all countries, and all business processes conducted by IEEE.

## Information collected

### What information do we collect?

IEEE collects the following personal data in line with the use purposes explained in a subsequent section:

- Your name and contact details
- Date of birth
- Online profile data/usage
- Emergency contact information
- Social media profile information
- Copies of identification documents
- Education and professional information
- Communication information including IEEE Online Support and Contact Center communications
- Purchasing and payment information
- Registration and participation in IEEE events and activities
- Subscription preferences

### Business Policies & Information

- > [Pricing Policy](#)
- > [Browser Policy](#)
- > [Export Restrictions](#)
- > [Payment & Order Methods](#)
- > [Returns Policy](#)
- > [Shipping Information](#)
- > [Tax Information](#)
- > [Terms & Conditions](#)
- > [Nondiscrimination Policy](#)
- > [Privacy Policy](#)
- > [Corporate Integrity](#)

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>

## 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.

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.

### 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](#)

[Show more...](#)

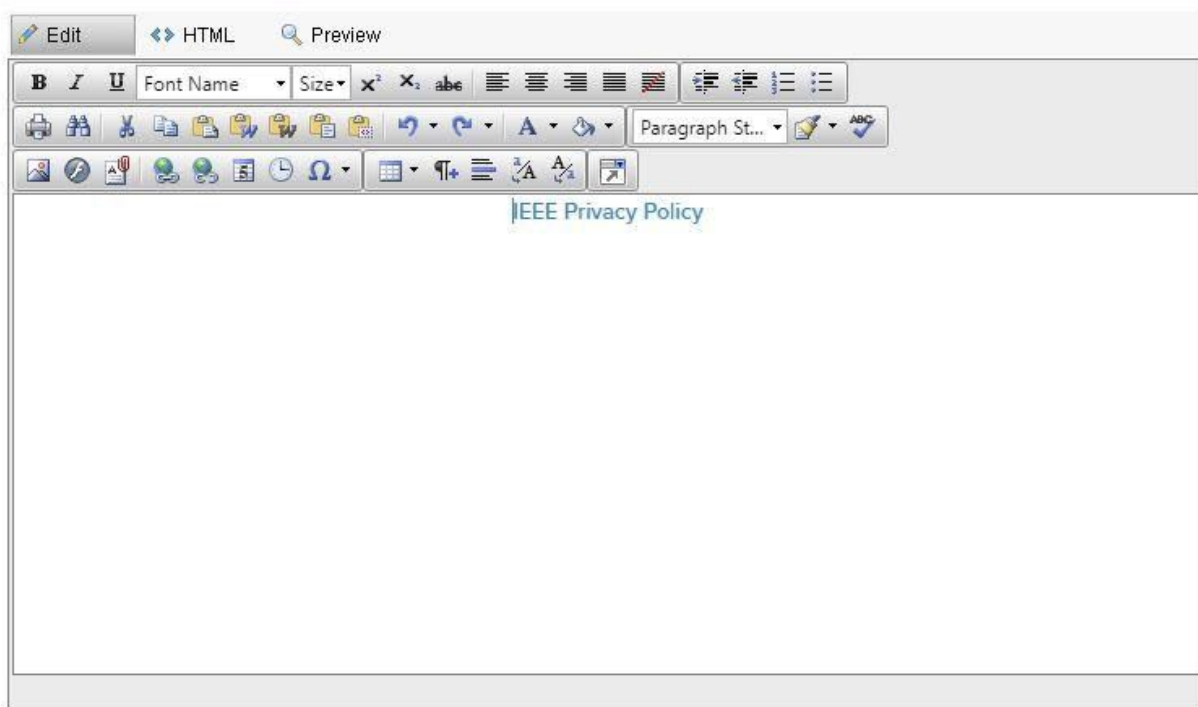
## 17. Make sure both questions are mandatory on the registration form

### 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”

## Website Footer



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”

\* Registration Form URL

\* Contact Email Address  

Event Category

Enable Cookie Notification  Display a cookie notification banner to registrants when they access the event registration for the first time.

---

5. Select “Save”
6. Preview your website