

Data Usage Terms

SOAP collects a variety of information and data points from event registrants. Please read the following terms and conditions carefully. By registering for, attending and/or utilizing event services, you agree to the collection, use and sharing of your personal data for the purpose of your participation in this event by SOAP and its association management partner, AMR Management Services (agent).

Collection of Information

Registration

By registering for this event, you are providing personal information such as name, company/organization, job title, mailing address, phone number, email address, dietary preferences, ADA or other service accommodations required, event preferences, emergency contact information, travel information, job functions or responsibilities and other professional preferences.

The information you provide shall be accurate, true and complete. You have the right and responsibility to update any incorrect or out-of-date information in a timely manner. Provision of erroneous information may result the failure to receive important updates and information about the event. You may update your registration by contacting event staff.

Payment

Electronic payment for event registration is taken by credit card. Payments are processed in PCI compliant practices and information is stored only for the purpose of completing the transactions.

Attendance

As part of your registration, you agree that SOAP may share your personal information with its agent and any required third-party suppliers. This sharing of data shall be limited to that necessary in the fulfillment of the service.

You also agree that SOAP and its agent may use information collected during the registration process to notify you with information about the event such as: reminders, updates, logistic changes in the event and post event satisfaction data collection.

Other Data Uses

You agree that the data collected from you may be used by SOAP and its agent as business intelligence to enhance user experience by improving products and services offered. Additionally, you agree that SOAP and/or its agent may also leverage collective, non-user specific, demographic information for the marketing of SOAP products and services.

You agree that SOAP and its agent may use data collected to investigate, respond and resolve customer issues which includes any security investigations, fraud or other violations of this agreement. This may include third parties contracted to assist with the resolution of these issues.

Data Sharing

SOAP and its agent may share your contact information (name, phone number, credentials/designation, place of employment, mailing address, email address) in the electronic conference roster which may be

available to other attendees. Other, collective data regarding registrant preferences, professional expertise and programmatic interest is collected and used to facilitate networking activities and develop content relevant to the audience as a whole.

In addition, registrant information is stored in and exported to excel documents for tracking of membership information and preferences and also to facilitate peer-to-peer communication among members of the association. You have the right to request that your information be edited, deleted or updated at any time by contacting the event staff.

Service Delivery

SOAP contracts with an association management company, AMR Management Services, Inc. (agent) for the daily administration of SOAP's business functions. You agree that SOAP and its agent may share collected data for said purposes in the execution of the services provided. Additionally, SOAP contracts with third party suppliers in the fulfillment of service delivery. You agree to allow SOAP and its agent to share your personal data limited to the fulfillment of the service and understand that SOAP will require that all third-party suppliers abide these terms in their fulfillment of said services.

Specific examples of the data required for full delivery on conference-related services are:

- ADA needs and dietary preferences/needs shared event staff, the conference hotel as well as off-site restaurants, caterers, vendors or venues providing services to the conference.
- Contact information (name, selected preferences) used to confirm travel or transportation arrangements, where appropriate.
- Emergency contact (name, phone number, relationship) used only to communicate with designated individuals in case of an emergency or crisis situation.

Legal Disclosures

It is possible that SOAP or its agent will need to disclose information about you when required by law, subpoena, or other legal process or if we have in good faith belief that disclosure is reasonable necessary to 1) investigate, prevent, or take action regarding suspected ethics violations, actual illegal activities, or to assist government enforcement agencies; 2) enforce our agreement with you; 3) investigate and defend ourselves against any third-party claims or allegations; 4) protect the security or integrity of our services; 5) exercise the rights and safety of SOAP, you, personnel or others. We will attempt to notify you about any legal demands for personal data when appropriate in our judgement, unless prohibited by a court of law or court order or when the request is an emergency.

SOAP, our agent, suppliers and/or partners do not share or sell your personal data with third parties for their direct marketing purposes without your permission.

Data Storage

You agree that SOAP and its agent will retain the personal information provided to provide services. Per the document retention and destruction policy, all registration data is retained for seven years. You have the right to request that your account be deleted; however, SOAP will retain information which is reasonably necessary to meet accreditation standards, meet regulatory requirements, resolve disputes, maintain security, prevent fraud or abuse or enforce this agreement.

Contact Information

For questions concerning these terms, how to delete your profile, alter opt in authorization, or other concerns, please contact event staff.