



Connecting State and University Fleets Since 1986

Virtual Event Data Disclosure Agreement Policy

I. Acceptance of Terms

NCSFA provides the Annual Conference for education and networking among its members.

It is important that you read all terms and conditions carefully as 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.

II. Collection of Data

Registration

By registering for this event, you are providing to NCSFA personal information such as name, email address, dietary needs, etc. which is mandatory in order for the attendee to attend the event. The collection of this information is to provide you with services as it relates to your attendance at this event. Without this information, NCSFA will be unable to guarantee the provision of said services.

By registering, you agree and acknowledge that you are over 18 years of age. If you are under 18 years of age, please contact NCSFA directly.

You agree that the information you provide during the registration process 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 You have the right and responsibility to update any incorrect or out of date information in a timely manner.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 logging into the registration system or contacting NCSFA.

By registering, you also agree that NCSFA 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.

Your agreement to how the data is collected, used, shared, and stored is specific to that information which is necessary to plan and facilitate this event and permit your attendance.

Payment

Electronic payment for event registration is taken and managed in Memberclicks. Payments are processed by Payscale.

Attendance

During the event, it may be necessary for attendees to verify their personal information provided during registration as it relates to event attendance. This personal information is for the sole purpose of verification of previously collected data to confirm your identity, accommodations, and delivery of services at the event. Failure to provide this information during attendance may result in the inability to render services to the attendee.

Additionally, this event provides opportunities for networking with other attendees. Personal information shared during networking is the sole responsibility of the attendee. Attendees should exercise sound judgement concerning sharing of personal information and should take necessary steps to ensure privacy and protection of said information as NCSFA shall not be responsible for information shared in this capacity during the event.

III. Data Use

You agree that the data collected shall be used in the planning and facilitation of this event and to render event services to the attendee. Additionally, you agree that the data collected from you may be used by NCSFA as business intelligence to enhance attendee experience by improving products and services offered. Additionally, you agree that NCSFA may also leverage collective, non-attendee specific, demographic information for the marketing of NCSFA products and services.

During this event, NCSFA may take photographs of you which may be posted to social media and on the association's website. By registering for and attending this event, you agree to the use of image in photographs for this purpose. Additionally, other event attendees may take photographs and post said photographs to social media. NCSFA shall not be responsible for photographs taken and/or shared by other event attendees.

You agree that the NCSFA 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.

By registering, you agree to allow NCSFA to include your contact information in the conference attendance roster. In addition, by registering, you share your contact information with select event sponsors to be used for invitations to client events held during the conference.

IV. Data Sharing

By registering for this event, you agree that the NCSFA may share the personal data provided for logistical purposes including, but not limited to: securing lodging, transportation, catering, and other routine event services on your behalf with the venue and any third-party suppliers which are required to deliver event services on location. This sharing of data shall be limited to only that which is necessary in the fulfillment of the service and shall not be used by said third parties for marketing or other purposes.

NCSFA contracts with AMR Management Services, Inc. as their association management provider who provides for NCSFA daily association administration, staffing, and operational functions. You agree

that NCSFA may share collected data with AMR Management Services, Inc. for said purposes in the execution of the services provided. Additionally, NCSFA contracts with third party suppliers in the fulfillment of service delivery for this event including, but not limited to printers, awards vendors, operational system providers, etc. You agree to allow NCSFA to share your personal data limited to the fulfillment of these services and understand that NCSFA will require that all third-party suppliers abide these terms in their fulfillment of said services.

Legal Disclosures

It is possible that NCSFA 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 reasonably 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 NCSFA, 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.

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

V. Data Storage

You agree that NCSFA will retain the personal information provided and maintain accurate records of this event in addition to the provision of services. All data is retained and stored in perpetuity for historic record of this event. You have the right to request that your personal information be deleted or a portion thereof; however, NCSFA 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.

VII. Contact Information

For questions concerning this policy, how to delete your profile, alter opt in authorization, or other concerns, please contact the NCSFA at info@ncsfa.net.

VIII. Acknowledgment of Disclosure

By continuing with this registration, I confirm that my consents and approvals set forth above are freely given, specific, informed, and unambiguous.