Capital Meeting Planning, Inc. (CMP)
Privacy Notice

Effective Date: November 2026

Capital Meeting Planning, Inc. ("CMP," "we," "us," or "our") is committed to protecting the privacy and security of personal information entrusted to us. This Privacy Notice explains how we collect, use, disclose, store, and protect personal data in connection with conferences, meetings, events, and services we manage on behalf of our clients.

Contact Information

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Introduction

Capital Meeting Planning, Inc. ("CMP," "we," "us," or "our") is committed to protecting the privacy and security of personal information entrusted to us.

This Privacy Notice explains how CMP collects, uses, discloses, stores, and protects personal information in connection with conferences, meetings, events, travel coordination, registration services, and related event management activities performed on behalf of our clients.

Who We Are

CMP is a professional meeting and event management company providing registration, planning, logistics, housing, transportation, attendee management, speaker coordination, and related services for conferences, meetings, and events.

For most conferences, meetings, and events managed by CMP, the sponsoring organization, association, corporation, government agency, or other client serves as the **Data Controller** and determines the purposes and means by which personal information is collected and used.

In these situations, CMP acts as a **Data Processor**, processing personal information solely on behalf of and under the instructions of the Data Controller.

In limited circumstances, such as information collected through the CMP website or for CMP's own business operations, CMP may act as an independent Data Controller.

The privacy practices of the sponsoring organization may also apply to your participation in an event. Attendees should review any event-specific privacy notices provided by the sponsoring organization.

Personal Information We Collect

Depending on the event or service involved, we may collect:

Contact Information

- Name
- Employer or organization
- Job title
- Mailing address
- Email address
- Telephone number

Registration Information

- Professional credentials
- Organization type
- Attendance preferences
- Session selections
- Speaker or exhibitor information

Accommodation Information

- Dietary preferences
- Accessibility requirements
- Special accommodation requests

Travel and Housing Information

- Travel itineraries
- Hotel reservations
- Arrival and departure information
- Emergency contact information

Technical Information

When individuals visit our website or registration platforms, we may collect:

- IP address
- Browser type
- Device information
- Referring website
- Pages visited
- Date and time of access
- Cookie and analytics information

Payment Information

When event registration fees are collected, payment card transactions are processed by third-party payment processors. **CMP does not store full payment card information.**

Special Categories of Personal Data

Certain event services may require collection of information relating to dietary needs, accessibility requests, disabilities, medical restrictions, or similar information that may be considered sensitive personal data under applicable privacy laws.

Such information is collected only when voluntarily provided and only for the purpose of facilitating participation in an event and providing requested accommodations.

Where required by applicable law, CMP processes such information on the basis of explicit consent or under the lawful instructions of the applicable Data Controller.

How We Use Personal Information

CMP processes personal information to:

- Administer event registrations
- Manage event attendance
- Communicate event information and updates
- Coordinate travel and accommodations
- Produce badges, attendee directories, participant rosters, and event materials where authorized
- Provide accessibility accommodations
- Maintain event security and access control
- Process registration payments
- Fulfill contractual obligations
- Comply with legal and regulatory requirements
- Operate and improve our websites and services

CMP does not sell personal information.

CMP does not use personal information for automated decision-making or profiling that produces legal or similarly significant effects.

Information Provided to Event Sponsors

As part of providing event management services, CMP shares registration information with the sponsoring organization or event owner.

Information provided may include:

- Registration details
- Contact information
- Attendance records
- Travel and housing information
- Session selections
- Accommodation requests
- Information submitted through registration forms

The sponsoring organization is responsible for its own use of attendee information in accordance with its privacy practices and applicable law.

Attendee Directories and Event Networking

Certain events may include attendee directories, participant rosters, networking tools, conference mobile applications, or similar attendee engagement features.

Where applicable, attendees will be provided an opportunity to opt in or opt out of inclusion in such features when required by the event sponsor or applicable law.

Photography, Video Recording, and Livestreaming

CMP-managed events may include photography, audio recording, video recording, livestreaming, or other media capture conducted by the event sponsor or its authorized representatives.

Images, recordings, and related content may be used for educational, promotional, reporting, archival, or historical purposes.

Individuals who have concerns regarding photography or recording should contact event staff or the sponsoring organization before or during the event.

Legal Basis for Processing (GDPR)

Where the General Data Protection Regulation (GDPR) applies, CMP processes personal information under one or more of the following legal bases:

Event Registration and Participation
To process registrations and administer conference participation.
Legal Basis: Performance of a contract.

Event Communications
To send registration confirmations, event updates, and logistical information.
Legal Basis: Performance of a contract.

Travel and Housing Coordination
To assist with travel, lodging, and related conference arrangements when applicable.
Legal Basis: Performance of a contract.

Security and Facility Access
To maintain the safety and security of conference venues and events.
Legal Basis: Legitimate interests.

Dietary and Accessibility Accommodations
To provide requested dietary, accessibility, and accommodation services.
Legal Basis: Explicit consent or as instructed by the Data Controller.

Website Analytics
To understand website usage and improve our services.
Legal Basis: Consent, where required.

Legal, Financial, and Business Record Retention
To comply with applicable legal, accounting, tax, and record-retention requirements.
Legal Basis: Legal obligation.

Future Event Communications
To send information about future conferences, events, and opportunities.

Legal Basis: Consent or legitimate interests, where permitted by law.

Sharing of Personal Information

CMP may disclose personal information to:

- Event sponsors and organizers
- Hotels and housing providers
- Travel management providers
- Meeting venues and facility operators
- Badge production and printing vendors
- Registration platform providers
- Mobile event application providers
- Virtual meeting and streaming platforms
- Technology and cloud service providers
- Payment processors
- Government authorities when required by law

CMP enters into appropriate contractual arrangements requiring service providers to protect personal information and use it only for authorized event-related purposes.

CMP does not sell, rent, or share personal information with third parties for their independent advertising or marketing purposes.

International Transfers

CMP is located in the United States and may process personal information in the United States or other countries where our clients, affiliates, vendors, or service providers operate.

Where personal information subject to GDPR, UK GDPR, or Swiss privacy laws is transferred internationally, CMP will implement appropriate safeguards, including Standard Contractual Clauses or other approved transfer mechanisms where applicable.

Data Retention

CMP retains personal information only for as long as necessary to:

- Deliver event management services
- Fulfill contractual obligations
- Meet client requirements
- Comply with legal and regulatory obligations
- Resolve disputes
- Enforce agreements
- Maintain appropriate business records

Retention periods vary depending on the event, client requirements, and applicable law.

When personal information is no longer required, it is securely deleted, anonymized, or otherwise disposed of in accordance with applicable policies and legal requirements.

Your Privacy Rights

Subject to applicable law, individuals may have the right to:

- Access personal information
- Correct inaccurate information
- Request deletion of personal information
- Restrict processing
- Object to processing
- Withdraw consent
- Request data portability
- Lodge a complaint with a supervisory authority

Requests may be submitted to:
privacy@cmpinc.net

CMP may require verification of identity before responding to a request.

Where CMP acts solely as a Data Processor on behalf of a sponsoring organization, privacy rights requests may be referred to or coordinated with the applicable Data Controller.

Email Communications

Participants may receive administrative communications related to registration, attendance, housing, travel, event logistics, schedule changes, and other information necessary to participate in an event.

Where marketing or promotional communications are sent, recipients may unsubscribe at any time using the unsubscribe mechanism contained within the communication or by contacting CMP directly.

Cookies and Analytics

CMP uses cookies and similar technologies to operate, maintain, secure, and improve its websites and registration services.

Cookies may include:

- **Essential Cookies**
  Required for website functionality, security, and system administration.
- **Analytics Cookies**
  Used to understand website performance and improve user experience.
- **Preference Cookies**
  Used to remember user settings and preferences.

Where required by applicable law, consent will be obtained before placing non-essential cookies on a user's device.

CMP may use analytics technologies including Google Analytics or similar services to understand website usage and improve functionality.

Users may manage cookie preferences through browser settings or available consent management tools.

Security

CMP maintains administrative, technical, and physical safeguards designed to protect personal information from unauthorized access, disclosure, alteration, loss, misuse, or destruction.

Security measures may include:

- Access controls
- Role-based permissions
- Employee privacy and security training
- Secure transmission technologies
- Vendor security assessments
- Incident response procedures
- Data retention and disposal controls

Although no method of transmission or storage can be guaranteed to be completely secure, CMP implements reasonable and appropriate security measures designed to protect personal information.

Children

CMP's services are intended for professional conference and event participants and are not directed toward children.

CMP does not knowingly collect personal information from children below the age at which consent is required under applicable law.

If CMP becomes aware that such information has been collected, reasonable steps will be taken to delete it.

Data Breach Response

CMP maintains procedures designed to identify, investigate, mitigate, and respond to suspected security incidents involving personal information.

Where required by law, contractual obligation, or regulatory authority, CMP will notify affected clients, individuals, and regulatory authorities of reportable data breaches within applicable timeframes.

U.S. State Privacy Rights

Residents of certain U.S. states may have additional privacy rights under applicable state privacy laws, including rights related to access, correction, deletion, and portability of personal information.

CMP will respond to verified requests as required by applicable law.

Changes to This Privacy Notice

CMP may update this Privacy Notice periodically to reflect changes in our practices, services, legal requirements, or business operations.

The effective date at the top of this notice indicates when the policy was last updated.

Complaints and Questions

Individuals located in the European Economic Area, United Kingdom, or other jurisdictions with applicable privacy rights may lodge a complaint with their local data protection authority.

Questions regarding this Privacy Notice may be directed to:
Stephanie Hines, Privacy Contact
privacy@cmpinc.net