

CMP Privacy Statement Updated June 2018

We respect your privacy.

Capital Meeting Planning, Inc. (CMP) is committed to protecting the privacy of our users. CMP strives to have a Privacy Policy that is clear and easy to understand, provides information on what we collect and why we collect it, and outlines the controls we use to safeguard your data and protect your privacy. We also outline options to review, change, and/or request to delete your information. If you have questions or concerns regarding CMP's Privacy Policy, please contact us at meetings@cmpinc.net.

Why & how CMP collects data.

CMP is a third-party meeting planning company. We collect registration information on behalf of our clients for conferences, meetings, and events by developing and maintaining online registration sites. Data minimization is our goal so CMP develops registration forms limiting the data collected. We use the information solely for the meeting for which someone has registered. If you register for one of our meetings, we will use the information you provide to communicate with you about meeting logistics, and to prepare for and implement the meeting you registered to attend.

What data CMP collects.

The types of data we collect may include: name, position title, company, address, phone number, email address, type and size of the business, and other similar demographic information. We use this information for such purposes as to process your registration, generate your name badge, communicate with you about the event, and to plan the logistics of the meeting. For meetings requiring payment (if there is a fee to attend), registrants may choose to pay by credit card. CMP uses PayPal to ensure Payment Card Industry (PCI) compliance and protect our customers' payment card information. CMP does not directly collect or store credit card information.

You control the information you provide to us. Our registration forms include required and optional questions. By design, required questions are limited to the information we need to process your registration and allow for participation in the meeting. If you do not want to provide the required information, you may choose not to complete the registration form and not register for the meeting. Our registration forms also include optional questions. We may ask for information about dietary and other special accommodation needs. This data allows CMP to accommodate special needs in advance. By design, these questions are optional. If you choose to answer optional questions, the information you provide will be used solely for meeting logistics purposes. We never collect information or create individual profiles for commercial marketing purposes.

Your Choices.

You have choices regarding the information we collect and how it is used. For example, if we distribute a roster for the meeting you are attending, you have an opportunity to opt-in or opt-out when completing your registration. If you opt-out, your information will not be shared. If the client hosting the meeting would like to send promotional materials such as newsletters or special offerings, you will have an opportunity to opt-in or opt-out. However, all participants will receive informational emails such as confirmation letters and other necessary details to facilitate your participation in the meeting.

For some meetings, CMP sends meeting-specific promotional emails to announce dates for future meetings, and to share special announcements about the agenda. We include an unsubscribe link at the bottom of each email.

Security.

CMP provides secure collection, storage, safeguarding, and disposal of data. We follow industry leading practices to ensure comprehensive data protection. CMP uses security measures to prevent the loss, misuse, alteration, or unauthorized disclosure of information under our control. Security measures including but not limited to: physical, electronic, and managerial procedures to safeguard and secure the information we collect and store.

Access to data.

CMP trains employees on their roles and responsibilities to ensure your privacy is protected. We limit staff access to the data they need to perform their job. CMP provides clients the information they need to implement their meeting. CMP may share your registration information with companies and organizations that perform services on your behalf. These service providers are only authorized to use your information to perform services on your behalf and are required to protect the confidentiality of your information. We do not share, sell, rent, or trade personal information with third parties for their promotional purposes. CMP only works with service providers that comply with industry privacy and security standards.

CMP does not share personal data with third-party companies for any purposes other than necessary for attendees to participate in the meeting for which they are registered. For example, if a meeting is held in a secure building, CMP will provide the security team at the facility with the names of attendees, so registrants are allowed access to the building. If travel coordination is required, CMP will provide the names of travelers, organization, and email address to our travel agency for the purposes of booking travel.

Users access to information they have submitted.

Registrants may contact CMP's Registrar via email, registrar@cmpinc.net, to request access to review their data, change/correct your data, and/or request to delete their information.

Retention period.

We retain registration data to fulfill our legal or regulatory obligations to our clients for business purposes only.

Information Collected and Stored Automatically.

If registrants choose to visit www.cmpinc.net, our website (not required to register), then CMP uses "cookies" to enhance users experience with our site. Cookies are text files placed in a user's computer browser to store their preferences. We cannot use our cookies to determine any personally identifiable information about users. When you visit our website, we may store some or all of the following: the Internet protocol address from which you access the website, date and time, the name of the site from which you linked to cmpinc.net or one of our registration forms, the name of the file or words you searched, items clicked on a page, and the browser and operating system used. We use Google analytics to collect visitors' demographics (such as location, age range, and gender) and to measure the number of visits to the various pages on our site. We do not share or sell visitor data for the purposes of advertising, marketing, or any other commercial purpose.

Children.

CMP's services are not directed towards children and we do not seek to collect any personal information from children. If we become aware that personal information from a child under the age of 18 has been collected, we will delete such information from our database. If you believe that your child has provided CMP with their personal information, please contact us.

Social Media.

CMP maintains a social media presence on sites such as Facebook, Twitter, Instagram, and LinkedIn. We do not collect any personally identifiable information through those sites, and we do not use personal information made available by the third-party sites.

Changes to our Privacy Policy.

CMP regularly reviews our privacy policy and makes updates as needed. We encourage you to periodically review this site for the latest information on our privacy practices.

Questions/Contact Us.

CMP's data protection officer is Matt Burdetsky. If you have any questions about the CMP privacy policy, please contact our data protection officer via email, matt@cmpinc.net.