

Data Processing Log

Last Modified on 11/24/2024 9:26 am EST

An important aspect of managing Data Privacy is to maintain a log of all actions that relate to data privacy.

This includes:

- Attendees providing Consent to providing personal data
- Attendees withdrawing Consent to providing personal data
- Third parties (such as hotel partners or clients) viewing personal data through data reports and exports
- Any occurrence of personal information being exported out of AIR Drive

These details are logged in the Data Processing Log, found in the Contact module of an Attendee Record.

DATE	ACTION	USER	IP ADDR
24/03/2022 03:34 AM	Attendee App and OnAIR Visibility set to Opt Out (Contact Details Anonymized) in OnAIR by	attende1@mail.com	
24/03/2022 03:32 AM	Contact Privacy Share Primary Address Created with value False	attende1@mail.com	
24/03/2022 03:32 AM	Contact Privacy Share Social Media Created with value False	attende1@mail.com	
24/03/2022 03:32 AM	Contact Privacy Share Position Created with value False	attende1@mail.com	
24/03/2022 03:32 AM	Contact Privacy Share Photo Created with value False	attende1@mail.com	
24/03/2022 03:32 AM	Contact Privacy Share Mobile Phone Created with value False	attende1@mail.com	
24/03/2022 03:32 AM	Contact Privacy Share Work Phone Created with value False	attende1@mail.com	
24/03/2022 03:32 AM	Contact Privacy Share Primary Email Created with value False	attende1@mail.com	
24/03/2022 03:32 AM	Contact Privacy Share Organization Created with value False	attende1@mail.com	

The information in the Data Processing Log is also shared with any attendee wishing to know how their personal data was being used in EventsAir. A special report called a **Data Processing Statement** can be generated and sent to an inquiring party from the [Contact Locator Tool](#).