## **Data Processing Log**

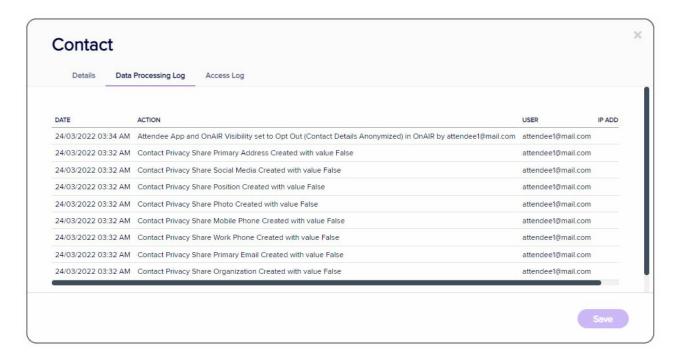
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An important aspect of managing Data Privacy is to maintain a log of all actions that relate to data privacy.

## 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.



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.**