

# Contact Locator Tool

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Many countries now regulate requests for information about what personal data you may have collected and stored, how long you'll keep it for, and what third parties are accessing their information.

The EventsAir [Data Protection Toolkit](#) includes a powerful tool called the Contact Locator that lets you search for attendee records across multiple events. If you're a Data Administrator, you can also generate a detailed Data Processing Statement to send to the requesting party.

This statement displays:

- Name of the event(s)
- Data Consent Policies in effect for that event
- Personal Data held in that event
- Third Parties who've accessed Personal Data

Only EventsAir users designed as [Data Administrators](#) can generate a Data Processing Statement.

## Using the Contact Locator

The Contact Locator gives you the option to search for contacts by name, phone number, email, contact custom fields, and by payment authorization number or invoice number.

### Contact Locator

<input type="checkbox"/>	2022 Client Webinars	3564	<a href="#">Jones, Sarah</a>	Australia   events@ictcsociety.org
<input type="checkbox"/>	2022 Client Webinars	2853	<a href="#">Jones, Tina</a>	United States   Tina.jones@state.mn.us
<input type="checkbox"/>	2022 Client Webinars	2869	<a href="#">Jones, Roderick</a>	United States   rodrick.jones@unt.edu
<input type="checkbox"/>	2022 Client Webinars	11572	<a href="#">Jones, Rebecca</a>	New Zealand   rebecca.jones@vets.org.nz
<input type="checkbox"/>	2022 Client Webinars	7599	<a href="#">Jones, William</a>	William Jones@governor.nsw.gov.au
<input type="checkbox"/>	2022 Client Webinars	7899	<a href="#">Jones, Hollie</a>	hollie@leveragemsolutions.com
<input type="checkbox"/>	2025 Education Summit	389	<a href="#">Jones, Ms. Kathryn</a>	2038 Frederick Street, El Paso, TX, USA, 79915   915-831-1283   915-812-2893   KathrynCRose@rhyta.com
<input type="checkbox"/>	2025 Education Summit	277	<a href="#">Jones, Mr. Leslie</a>	4218 Collins Avenue, Columbus, OH, USA, 43213   614-863-0416   614-233-9298   LeslieRLor@jourrapide.com
<input type="checkbox"/>	2025 Education Summit	341	<a href="#">Jones, Mr. Randal</a>	1965 Pinewood Avenue, Marquette, MI, USA, 49855   906-671-9318   906-740-6208   RandalPeach@superrito.com
<input type="checkbox"/>	2025 Education Summit	41	<a href="#">Jones, Mr. Paul</a>	1373 Westwood Avenue, Auckland, New Zealand, 1053   516-784-6704   516-215-9257   PaulKBecker@rhyta.com
<input type="checkbox"/>	2025 Education Summit	57	<a href="#">Jones, Ms. Rebecca</a>	3387 Valley Street, Camden, NJ, USA, 8102   856-898-4603   856-714-2774   RebeccaRBrown@gustr.com
<input type="checkbox"/>	2025 Education Summit	146	<a href="#">Jones, Mr. Joseph</a>	1958 Terra Street, Christchurch, New Zealand, 4449   360-278-9418   360-987-8651   JosephCFoster@rhyta.com
<input type="checkbox"/>	2025 Education Summit	508	<a href="#">Jones, Mr. Mark</a>	123 Jones Street, Brisbane, QLD, Australia, 4000   jones@ccc.test.com
<input type="checkbox"/>	2025 Advanced Education Summit	20	<a href="#">Jones, Ms. Rebecca</a>	37 Valley Street, Camden, NJ, United States, 81024   856-898-4603   856-714-2774   Rebecca.Jones@camden.com
<input type="checkbox"/>	2025 Advanced Education Summit (HML)	20	<a href="#">Jones, Ms. Rebecca</a>	37 Valley Street, Camden, NJ, United States, 81024   856-898-4603   856-714-2774   Rebecca.Jones@camden.com
<input type="checkbox"/>	2025 Advanced Education Summit (HML)	20	<a href="#">Jones, Ms. Rebecca</a>	37 Valley Street, Camden, NJ, United States, 81024   856-898-4603   856-714-2774   Rebecca.Jones@camden.com
<input type="checkbox"/>	2025 Education Summit Webinar Test	36	<a href="#">Jones, Ms. Rebecca</a>	37 Valley Street, Camden, NJ, United States, 81024   856-898-4603   856-714-2774   Rebecca.Jones@camden.com
<input type="checkbox"/>	2026 Environmental Summit	1	<a href="#">Jones, Henry</a>	222-333-333   444-555-666

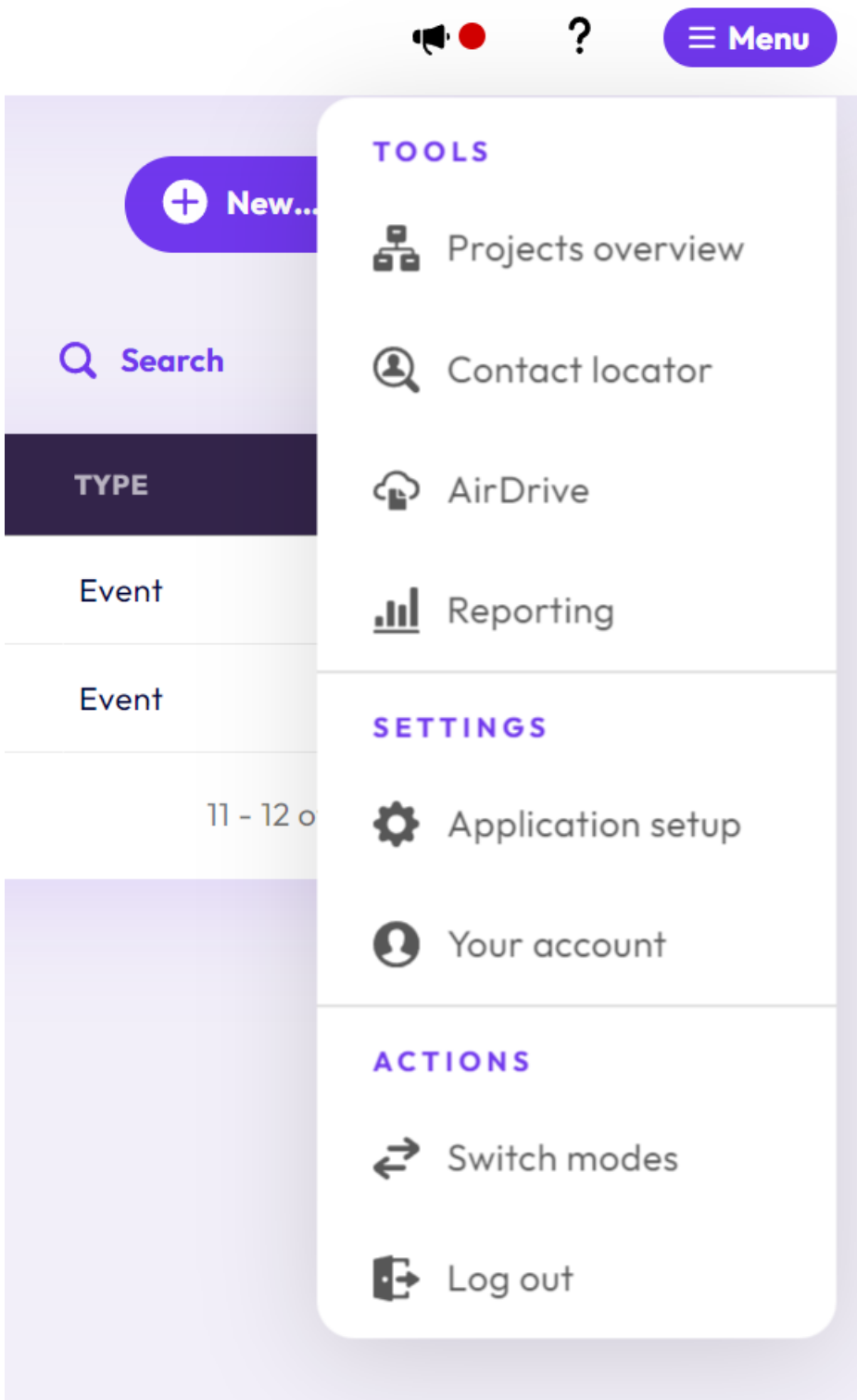
Data Administrator Tools    Create Data Processing Statement        Total 1775

Data Administrators can also select contact records to fully delete across multiple events.

From Version 16 upwards, you'll find the Contact Locator tool

 Contact locator

under the Menu of Global Tools (top right, Menu button):



The new-look EventsAir Version 16 has arrived! If your version of EventsAir hasn't yet been updated, you may see something more like the below.

You can access the Contact Locator using this icon  in the top right-hand corner of EventsAir.

You can enter known name details to search across all your events.

You can also search using the search filter, which includes options to search by:

- Organization
- Email
- Phone
- Contact Custom Fields
- Payment Authorization Number
- Invoice Number
- Event Type (All Events, Past Events or Current Events)

**Caution:** The Contact Locator will find every instance of the name you search on. You may see multiple instances returned in the search, and they may not all be the same contact. You should review the results of a Contact Locator Tool search and ONLY select the appropriate records to take further action with. You should also verify the identity of the individual requesting the Data Processing Statement.

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