## **Contact Locator Tool**

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It is a growing requirement in different global regions to allow attendees and contacts to request information about what of their personal data you have retained, as well as how long you plan to use their personal data and what third parties are accessing their information.

The Data Protection Toolkit includes a powerful tool called the Contact Locator Tool that allows you to search for attendee records across multiple events, and generate a detailed Data Processing Statement to send to the requesting party.

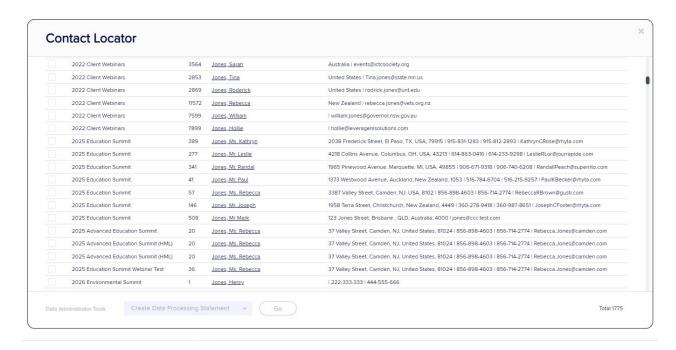
This statement displays:

- Name of the Event
- Data Consent Policies in Effect for that Event
- Personal Data Contained in the Event
- Third Parties that have Accessed their Personal Data

Only EventsAir users designed as Data Administrators are able to generate a Data Processing Statement.

## **Using the Contact Locator Tool**

The Contact Locator Tool is a powerful search option that lets you search for contacts by name, phone number, email, contact custom fields, and by payment authorization number or invoice number.



While the tool can be used by any user, only authorized Data Administrators can generate Data Processing Statements as described in the previous section. Additionally, Data Administrators can also select contact records to fully delete across multiple events.

You can access the Contact Locator Tool from any screen by selecting the Contact Locator Tool icon in the top right-hand corner of EventsAir, next to the AIR Drive icon. Simply enter all known name details to search across all of 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: It is important to note that the Contact Locator Tool 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.