

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.

Contact Locator

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


Data Administrator Tools

Create Data Processing Statement

Go

Total 1775

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.
