

PRIVACY POLICY

Our Commitment To Privacy:

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. This notice is available on our website.

Information We Collect:

This notice applies to all information collected or submitted on the Eventmakers website and our event registration websites. On the Eventmakers website you have the option to complete an Event Request Form. The types of personal information collected on this page include: Name, Company, Address, Email Address, Phone/Fax. In addition to this personal information we collect, we ask questions pertaining to the type of event you are planning to identify your specific needs.

Online Event Registration Websites

Aside from our company website Event Request Form, we utilize event specific online registration websites through an outside vendor. The following is the privacy policy for Cvent, our online event registration vendor:

Cvent Privacy Protections and Use of Information

We will not disclose or share personally identifiable information collected on our web site with any third party (except as required by law or pursuant to a governmental request). Cvent never has, and never will, use information collected by our customers via the Cvent system for any purposes other than those specifically designated by our customers themselves.

Aggregate Data. *We may share reports with third parties based on aggregated data of our Members ("Aggregated Member Data"). Aggregated Member Data does not include any personally identifiable information about Planners or Invitees. For example, these reports will not include your personal or organization name. Information about Members is aggregated for the purposes of determining successful event benchmarks and other similar activities.*

Event Registration. *When you register for an event on our site, you have granted us permission to release the information you entered as an Invitee to Eventmakers.*

Special Circumstances. *We may disclose personal information when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who is violating our Terms of Use or may be causing injury to or interference with other Cvent users or anyone else who could be harmed by such activities.*

Cookies. *A cookie is a small data file that some web sites write to your hard drive when you visit them. A cookie may contain information like a user ID that allows the site to track which web pages you have visited. The only personal information a cookie contains is information you decide to supply. A cookie cannot read data from your hard drive or cookie files created by other web sites. We use cookies to save your username so you do not have to retype each time; and to "time-out" your session if it is idle for a long period of time.*

IP Addresses. *We may use your IP address to diagnose problems with our servers and administer our web site.*

How We Use Information:

We use the personal information we collect in two ways:

- 1) To begin preparing a preliminary custom event proposal before we contact you to discuss your events needs. We do not share this information with outside parties. This is strictly an internal information gathering tool to service clients.
- 2) To complete your online registration purchase for a specific event.

We use return email addresses to answer the Event Request Forms we receive, and to send registration confirmations for events. We may also use these email addresses to send out optional post-event surveys or invitations to upcoming events.

Email addresses are not used for any other purpose and are not shared with outside parties. We never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Our Commitment To Data Security:

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Our Commitment To Children's Privacy:

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

How To Contact Us:

Should you have questions or concerns about this privacy policy, please call **818.762.3911** or email us at **info@event-makers.com**.