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**DOCUMENTING GOVERNMENT**

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**PROMOTING HISTORY**

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**SECURING RIGHTS**

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## Event Data Disclosure Agreement

### 1. Acceptance of Terms

CoSA provides this event for the purpose of member education and networking.

**It is important that you read all terms and conditions carefully as by registering for, attending, and/or utilizing event services, you agree to the collection, use, and sharing of your personal data for the purpose of your participation in this event.**

### 2. Collection of Data

#### 2.1. Registration

By registering for this event, you are providing to CoSA personal information such as name, organization, job title, address, email, phone, and dietary needs. The collection of this information is to provide you with services as it relates to your attendance at this event. Without this information, CoSA will be unable to guarantee the provision of said services.

By registering, you agree and acknowledge that you are over 18 years of age. If you are under 18 years of age, please contact CoSA directly at [events@statearchivists.org](mailto:events@statearchivists.org).

You agree that the information you provide during the registration process is accurate, true, and complete. You have the right and responsibility to update any incorrect or out of date information in a timely manner. Provision of erroneous information may result in the failure to receive important updates and information about the event. You may update your registration by contacting CoSA at [events@statearchivists.org](mailto:events@statearchivists.org).

By registering, you also agree that CoSA may use information collected during the registration process to contact you with information about CoSA and/or the event such as: reminders, updates, logistical changes in the event, and post-event satisfaction data collection.

Your agreement to how the data is collected, used, shared, and stored is specific to that information which is necessary to plan and facilitate this event and permit your attendance. Section 8 includes optional data collection and use activities, which you may opt out of during the registration process. Note that opting out of some activities may limit CoSA's ability to provide certain services.

#### 2.2. Payments

Electronic payment for event registration and sponsorship are taken through GZPay built on Stripe or ACH. Any optional donations made outside of the registration or sponsorship process are also managed through GZPay built on Stripe.

#### 2.3. Attendance

During the event, it may be necessary for attendees to verify their personal information provided during registration as it relates to event attendance. This personal information is for the sole purpose of verification of previously collected data to confirm your identity,

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accommodations, and delivery of services at the event. Failure to provide this information during attendance may result in the inability to render services to the attendee.

Additionally, this event provides opportunities for networking with other attendees. Personal information shared during networking is the sole responsibility of the attendee. Attendees should exercise sound judgment concerning sharing of personal information with others and should take necessary steps to ensure privacy and protection of said information as CoSA shall not be responsible for information shared in this capacity during the event.

### **3. Data Use**

You agree that the data collected shall be used in the planning and facilitation of this event and to render event services to the attendee. Additionally, you agree that the data collected from you may be used by CoSA as business intelligence to enhance attendee experience by improving products and services offered. Additionally, you agree that CoSA may also leverage collective, non-attendee specific, demographic information for the marketing of CoSA products and services.

You agree that CoSA may use data collected to investigate, respond, and resolve customer issues which includes any security investigations, fraud, or other violations of this agreement. This may include third parties contracted to assist with the resolution of these issues.

### **4. Data Sharing**

By registering for this event, you agree that CoSA may share the personal data provided for logistical purposes including, but not limited to: securing lodging, transportation, catering, and other routine event services on your behalf with the venue and any third-party suppliers which are required to deliver event services on location. This sharing of data shall be limited to only that which is necessary in the fulfillment of the service and shall not be used by said third parties for marketing or other purposes.

CoSA may contract with third party suppliers in the fulfillment of service delivery for this event including, but not limited to staffing support, printers, awards vendors, operational system providers, etc. You agree to allow CoSA to share your personal data limited to the fulfillment of these services and understand that CoSA will require that all third-party suppliers abide by these terms in their fulfillment of said services.

#### **4.1. Legal Disclosures**

It is possible that CoSA will need to disclose information about you when required by law, subpoena, or other legal process or if we have in good faith belief that disclosure is reasonably necessary to 1.) investigate, prevent, or take action regarding suspected ethics violations, actual illegal activities, or to assist government enforcement agencies; 2.) enforce our agreement with you; 3.) investigate and defend ourselves against any third-party claims or allegations; 4.) protect the security or integrity of our services; 5.) exercise the rights and safety of CoSA, you, personnel or others. We will attempt to notify you about any legal demands for personal data when appropriate in our judgment, unless prohibited by a court of law or court order or when the request is an emergency.

CoSA, our suppliers, and/or partners do not share or sell your personal data with third parties for their direct marketing purposes without your permission.

## **5. Data Storage**

You agree that CoSA will retain the personal information provided and maintain accurate records of this event in addition to the provision of services. All data is retained and stored in perpetuity for historic record of this event. You have the right to request that your personal information be deleted or a portion thereof; however, CoSA will retain information which is reasonably necessary to meet accreditation standards, meet regulatory requirements, resolve disputes, maintain security, prevent fraud or abuse, or enforce this agreement.

## **6. Contact Information**

For questions concerning this policy, how to delete your profile, alter opt in authorization, or other concerns, please contact CoSA at:

[events@statearchivists.org](mailto:events@statearchivists.org)

## **7. Acknowledgement of Disclosure**

By continuing with this registration, I confirm that my consents and approvals set forth above are freely given, specific, informed, and unambiguous.

## **8. Optional Data Collection and Use**

Registrants may choose to participate in the following data collection and use activities. Should you wish to change your response or opt out after registration, reach out to [events@statearchivists.org](mailto:events@statearchivists.org)

### ***8.1. Attendee List (All Event Attendees)***

CoSA collects and assembles a list of event attendees to distribute to other event attendees. By registering, you agree to have the following personal information included in that list and made available to other event attendees: name, company, job title, and email.

### ***8.2. Attendee List (Sponsors)***

CoSA collects and assembles a list of event attendees to distribute to CoSA sponsors. By registering, you agree to have the following personal information included in that list and made available to CoSA Sponsors for the purpose of facilitating networking among CoSA conference attendees: name, company, job title, and email.

### ***8.3. Photograph Use***

During this event, CoSA may take photographs of you which may be posted to social media and on the association websites. By registering, you agree to give CoSA permission to utilize your photograph as it relates to the event, future marketing of said event, and/or on social media. Also, during this event, other conference attendees may take photographs or post images on social media. CoSA does not accept responsibility for photographs taken by other attendees in the execution of this event.

### ***8.4. Dietary Needs***

CoSA takes seriously the dietary needs and restrictions of event attendees. By providing dietary information during the registration process, the attendee agrees to the use of this data by CoSA and by all third-party food and beverage providers to assist the attendee with the management of said dietary needs and restrictions.

### ***8.5. Post-Conference Survey***

CoSA sends all conference attendees a post-conference survey to gather feedback for future events. By completing this survey, the attendee agrees to the use of this data by CoSA.

*This agreement was adopted by the Council of State Archivists Board of Directors on May 6, 2024.*

Revised March 6, 2025