

## **Western Cities HR Conference Policy on Privacy and Information Retention**

**Purpose:** This policy outlines the principles and procedures for the collection, use, disclosure, and retention of personal information related to the Western Cities HR Conference.

**Scope:** This policy applies to all participants, organizers, sponsors, and vendors involved in the Western Cities HR Conference.

### **1. Information Collection:**

**1.1** Personal information shall be collected only for purposes related to the conduct and management of the Western Cities HR Conference. This includes registration, communication, and access control.

**1.2** Information collected may include but is not limited to: name, contact details, professional affiliations, dietary preferences, and accessibility requirements.

**1.3** All data collection methods shall be transparent, and consent will be obtained explicitly, detailing the purpose and use of the data.

### **2. Use of Information:**

**2.1** Personal information collected will only be used for purposes for which it was collected, unless further consent is obtained.

**2.2** Information may be used for event planning, execution, and post-event follow-ups, such as feedback collection and future event promotion.

### **3. Disclosure of Information:**

**3.1** Personal information will not be disclosed to third parties without consent, except where required by law.

**3.2** When necessary, information may be shared with venue providers and service vendors under strict privacy terms aligned with this policy.

### **4. Information Retention and Security:**

**4.1** Personal information will be retained only as long as necessary for the fulfillment of the purposes stated or as required by law.

**4.2** All personal information will be securely stored and protected against unauthorized access, disclosure, alteration, or destruction using appropriate technological and organizational measures.

### **5. Participant Rights:**

- **5.1** Participants have the right to access their personal information held by the conference organizers and may request corrections to any inaccurate or incomplete information.

**5.2** Participants may withdraw their consent for the use of their personal information at any time, subject to legal or contractual restrictions.

### **6. Policy Updates:**

**6.1** This policy may be updated periodically to reflect changes in legal requirements or operational practices.

**7. Contact Information:**

**7.1** For any inquiries or complaints regarding privacy and information retention, participants can contact Dawn McCoy, Executive Director at [westerncitiesconference@gmail.com](mailto:westerncitiesconference@gmail.com).

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