

Privacy Policy

Cvent, Inc. (sometimes referred to as "Cvent") respects individual privacy and values the confidence of its customers, shareholders, employees, vendors, users and business partners. Not only does Cvent strive to collect, use, and disclose personally identifiable information (Personal Information) in a manner consistent with the laws of the countries in which it does business, but it also has a tradition of upholding the highest ethical standards in its business practices. Cvent abides by the Safe Harbor Principles developed by the U.S. Department of Commerce and the European Commission.

This Privacy Policy sets forth the privacy principles that Cvent follows with respect to collection, usage and transfer of Personal Information anywhere in the world, including transfers from the European Union (EU) to the United States.

Definitions

For purposes of this Privacy Policy, the following definitions shall apply:

"Cvent" means Cvent, Inc. its predecessors, successors, subsidiaries, divisions and groups.

"Personal Information" means any set of information that identifies or could be used to identify an individual. Personal Information does not include information that is encoded or publicly available information not combined with private Personal Information.

"User" means any user of the Cvent application, including Cvent customers and their guests who may register or respond to Cvent Events, Surveys or Requests For Proposals (RFPs). "Planner(s)" will refer to Cvent's customer(s), solely.

Our Service

Cvent licenses three (3) software product solutions referred to as: (i) the Supplier Network (ii) Event Product, and (iii) Survey Product. These solutions may also be referenced in this Privacy Policy and other collateral as System, Tool, Product, Service, Solution, Application and other derivations thereof. Cvent users are subject to the terms only for the product solution they use or purchase.

Notice

Cvent will not disclose or share Personal Information collected on its web site with any third party, except as required by law and/or pursuant to a governmental request, or as necessary to provide services to support its software solutions. For example, Cvent may pass Personal Information to Cvent business partners

necessary to process online/ecommerce payments and travel related reservations. Cvent never has, and never will, use information collected by its customers via the Cvent system for any purposes other than those specifically designated by its customers.

Aggregate Data. Cvent may share reports with third parties based on aggregated data of its users ("Aggregated User Data"). Aggregated User Data does not include any Personal Information about users and is aggregated for the purposes of determining successful application benchmarks and other similar activities.

Event Registration. Cvent customers may invite guests to register for events created in the Cvent application. If a user/guest chooses to register for an event and provides Personal Information during registration, that information is transferred to the event Planner and event Planner's organization. Similarly, survey responses submitted will be presented to Planner after submission. Any information collected by Cvent on behalf of a customer is owned in its entirety by the customer. Cvent is not responsible for the privacy practices of its customers.

Special Circumstances. Cvent may disclose Personal Information when it has reason to believe that disclosing such information is necessary to identify, contact or bring legal action against someone who is violating Cvent's [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 written to a user's hard drive when a website is accessed. Cookies are used for authenticating, session tracking, and maintaining specific information about users, such as site preferences. A cookie cannot read or access other cookies or any data from a user's hard drive. Cvent uses cookies to save usernames in order to minimize data entry and for general ease of use. Cookies are also used to "time-out" user sessions that are idle for an extended period of time.

IP Addresses. Cvent may use user IP addresses to diagnose problems with Cvent servers and to administer the Cvent application.

Choice

Cvent users may choose whether or not to submit Personal Information while using Cvent's services. In some cases, Cvent's customers require Personal Information from their guests. In such cases, choosing to withhold Personal Information, may limit a user's ability to use all of Cvent's services.

Security

Cvent has security measures in place to protect against the loss, misuse and alteration of information under its control. Cvent protects secure data with industry-standard firewall and password protection systems.

Cvent periodically reviews and improves its security and privacy policies as necessary. Only pre-authorized individuals have access to Cvent servers and information provided by its users.

Data Integrity

Cvent will use Personal Information only in ways that are compatible with the purposes for which it was collected or subsequently authorized by the individual. Reasonable steps will be taken to ensure that Personal Information is relevant accurate, complete and current, to its intended use.

Access and Correction

Cvent users may change or modify previously submitted Personal Information by (i) using the User Profile Manager within the "My Account" section of the Cvent application or (ii) sending an email request to customercare@cvent.com.

Please note that no data transmission over the Internet is infallible. Any information transmitted through the Cvent application is done at the user's own risk. Once Cvent receives the information, it will take every reasonable precaution to ensure its security.

Enforcement

Cvent will conduct compliance audits of its relevant privacy practices to verify adherence to this Privacy Policy and the US Department of Commerce Safe Harbor Principles. Any employee that Cvent determines is in violation of this Privacy Policy will be subject to disciplinary action up to and including termination of employment.

Supplier Network

When a Cvent user submits an RFP to a property or service provider listed on the Supplier Network, Cvent will contact the applicable supplier and disclose information necessary to submit the RFP, which may contain Personal Information. Cvent suppliers will not have access to the Cvent user's address book or information collected through the Cvent Event or Survey Products.

Web Site Links

Cvent contains links to other web sites. Cvent is not responsible for the privacy practices or content of these web sites.

Notification of Changes

As this Privacy Policy may be amended from time to time, please check back periodically to review any changes. The last modified date will be provided at the bottom of the page.

Contact Us

Cvent does everything it can to protect the privacy of its users. For questions about this Privacy Policy, the practices of this site, or dealings with this site, please contact Cvent at:

Cvent

Privacy Representation

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