

SECURITY DOCUMENT

ABOUT OUR SOFTWARE

Our software is hosted on an AWS server which meets and exceeds all minimum requirements to ensure that data is safe at the physical level, network level, host level, and application level. With AWS we have built the most secure global infrastructure, knowing you always own your data, including the ability to encrypt it, move it, and manage retention. This means your data is hosted at a top-tier, world-class data centre.

WHAT INFORMATION IS COLLECTED

Our RSVP software collects a specific set of data to facilitate event management and RSVP tracking. The responses we collect are based on the questions you wish to ask delegates to answer. The primary types of data collected by the platform include:

1. **Personal Information:** This includes names, email addresses, and optionally, phone numbers of the individuals responding to the event invitations. This information is essential for identification, communication, and managing guest lists.
2. **RSVP Responses:** The software records responses to the event invitations, such as attendance confirmation, regrets, and any additional comments or preferences provided by the guests (eg dietary, shirt size, marketing info, Membership number etc)
3. **Event-related Data:** Information related to the event itself, such as date, time, venue details, agenda, and any specific requirements or instructions shared with the guests.

When it comes to **data security and privacy protections**, we prioritize the safeguarding of your information. Here are some of the measures we have implemented:

1. **Secure Hosting:** Our RSVP software is hosted on an AWS Server, which offers robust security measures, including access controls, firewalls, and encryption, to protect data at rest and in transit.
2. **Encryption:** We utilize industry-standard encryption protocols (e.g., SSL/TLS) to ensure that all data transmitted between the clients and our software is securely encrypted and protected from unauthorized access.
3. **Access Controls:** We enforce strict access controls to limit data access to authorized personnel only.
4. **Data Retention:** We retain data only for as long as necessary to fulfill the purpose for which it was collected. Once the event has concluded, we promptly delete any personally identifiable information
5. **Compliance with Regulations:** We are committed to complying with **POPIA** act
 - o Clearly state the purpose of collecting personal information:
 - o Obtain consent: Ensure that your guests have given their explicit consent to provide their personal information.
 - o Securely store and protect data: Ensure that any personal information you collect is securely stored, protected, and processed in accordance with data protection laws.
 - o Provide access and control: Provide your guests with the ability to access and control their personal data, including the option to delete their data if they wish to do so.
 - o Provide transparency: Be transparent with your guests about how their data will be used and who will have access to it.



DATA DESTRUCTION

Our software, Evolve has a delete function with two options.

1. Delete all captured and imported information but keep the event file (the event structure)
2. Delegate everything including the Event. (this includes settings questions, communication, and data) Once you have exported the final RSVP report, we would delete the system asks for validation with a word to delete so is a two-step process. All information is then cleared out of our Database forever

We would be happy to provide additional information or engage in a more detailed discussion to address any specific concerns you may have

CONTACT

For more information contact info@eventoptions.co.za

