

Event Registration



UNIVERSITY
OF MANITOBA

The University hosts many events that reach out to a variety of audiences in a wide range of venues. To ensure the success of an event, there may be a need to collect information from attendees.

The following guidelines have been created by the Access and Privacy Office to help event planners comply with privacy legislation while enabling them to **collect and use the appropriate amount of information they need to know** to plan and host a successful event on campus.

Registrations, Invitations and RSVPs

Personal information and/or personal health information can only be collected if there is an authorized business purpose for its use. Ensure that you only collect the minimum amount of information required for your authorized use, and be sure to add a [privacy notification statement](#) wherever personal information and/or personal health information is collected.

For some events, attendees must register in advance, or invitations are sent out in which attendees must RSVP. A registration form or RSVP is a great way to collect the information you need to plan your event.

For events where food is to be served, do not ask for the attendee's health information. Instead, use the following wording on your form to determine appropriate dietary considerations:

"I have the following dietary restrictions (required):

- *Allergy (peanut)*
- *Allergy (tree nut)*
- *Gluten-free required (foods with no gluten)*
- *Lactose-free required (no milk or milk products)*
- *Vegan (no animal products)*
- *Vegetarian (no poultry, meat or meat products)*
- *Other allergy or dietary needs (Please contact NAME at PHONE NUMBER)"*

In order to provide accessibility supports at events, do not ask for the attendee's disability or health information. Instead, use the following wording on your form to determine appropriate supports:

"I require the following accessibility options:

- *Wheelchair access*
- *Large print*
- *Orientation to the facility*
- *Note-taker*
- *Assistive listening device*
- *Video captioning*
- *Braille*
- *Seating for an accompanying assistant*
- *Information provided on a USB memory stick instead of paper*
- *American Sign Language (ASL) interpreter*
- *Scent-free environment*
- *Other accessibility needs (Please contact NAME at PHONE NUMBER)*

Photographs and Videos

Individuals must be notified if photographs or videos will be taken at an event, and informed of how the University will use the images.

Notification can be provided in a number of ways: notification on the registration form or invitation and RSVP; notification on promotional materials; notification signage at the entrance to the event and/or at the registration table; and reminder announcements made by the Master of Ceremony.

Determine whether or not a [consent and waiver](#) is required of the presenter(s) and/or attendees. Also ensure that all [copyright considerations](#) have been addressed.

Ongoing Communications with Attendees (Mailing Lists)

Some event planners want to communicate with the attendees after the event to gain valuable feedback to improve future events or inform event topics for the future. Event planners may also want to develop a mailing list based on those who attended the event so they can send communications regarding future events and programming at the University of Manitoba.

Determine how you will collect their contact information. If a registration form or an RSVP is required for the event, include the required fields needed to build your contact list on the form. Notify the individuals about how this information will be used (see **Privacy Notification Statements**).

Determine whether or not consent to be on the mailing list is required. [Contact the Office of Legal Counsel](#) or [read the resources](#) regarding **Canada's Anti-Spam Legislation (CASL)** to determine if consent is required from your attendees.

Privacy Notification Statements

Under Manitoba's privacy legislation, *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA), the University must inform individuals about the purpose for which the University is collecting and using their personal information and/or personal health information.

Determine which data elements you need to collect from the attendees (i.e. name, email address, phone number, dietary restrictions, accessibility supports, consent to take pictures, etc.) and how each data element will be used. Contact the Access and Privacy Office to determine the appropriate [Privacy Notification Statement](#) for your materials.

For More Information:

- Marketing Communications Office
- Accessibility at University of Manitoba
- Records Retention Information on Community Life and Events
- Contact the Access and Privacy Office, 233 Elizabeth Dafoe Library, 204.474.7559, fippa@umanitoba.ca