



## Commodity Futures Trading Commission Privacy Impact Assessment

**System Name:** Eventbrite

**Office:** Office of Public Affairs (OPA)

**Date:** November 2, 2018

### 1. Overview

Eventbrite is a third-party event management and registration platform that allows users to create, share, find and attend events. Eventbrite provides CFTC with a more efficient and cost-effective registration management solution than the internal system, which can be administratively burdensome and bandwidth intensive to the agency. CFTC will use Eventbrite for outreach and registration management including facilitating and automating the registration process, providing event updates, and following up with attendees regarding future events with the attendees' consent.

Eventbrite allows CFTC to create event registration, speaker profiles, organizer profiles, and other webpages related to CFTC events and to promote those pages and events to visitors or browsers on Eventbrite services.

Eventbrite is not a CFTC-owned or operated platform. Eventbrite's Terms of Service and Privacy Policy govern Eventbrite's collection, use, maintenance, and disclosure of information.<sup>1</sup> Users may wish to review the Eventbrite Privacy Policy before using its services to understand how and when Eventbrite collects, uses, and shares the information submitted for CFTC events utilizing Eventbrite's services.

### 2. Data Collected and Stored Within the System

2.1. What information will be collected, used, disseminated or maintained in the system?

The CFTC collects the minimum amount of information necessary to register, contact or relay event information to an individual.

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<sup>1</sup> The Eventbrite "Amendment to its Terms of Service that Apply to Federal Agencies Using Eventbrite" can be found at: <https://www.eventbrite.com/1/federaltos/>. The Eventbrite Privacy Policy can be found at: [https://www.eventbrite.com/support/articles/en\\_US/Troubleshooting/eventbrite-privacy-policy?lg=en\\_US](https://www.eventbrite.com/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_US).

<b>1. PII Categories</b>	<b>2. Is collected, processed, disseminated, stored and/ accessed by this system or project</b>	<b>3. CFTC Employees</b>	<b>4. Members of the Public</b>	<b>5. Other (e.g. contractors, other government employees)</b>
Name	X	X	X	X
Date of Birth				
Social Security Number (SSN, last 4 digits)				
Tax Identification Number (TIN)				
Photographic Identifiers (for speaker bios)	X	X	X	X
Driver's License				
Mother's Maiden Name				
Vehicle Identifiers				
Mailing Address	X	X	X	X
E-Mail Address	X	X	X	X
Phone Number	X	X	X	X
Medical Records Number				
Medical Notes or some other Health Information				
Financial Account Information				
Certificates				
Legal Documents				
Device Identifiers				
Web Uniform Resource Locator(s)				
Education Records				
Military Status				
Employment Status				
Foreign Activities				
Job Title/Position	X	X	X	X
Dietary or other accessibility requests	X	X	X	X

NOTE: Users may choose to create an Eventbrite account, but this is not required to register for a CFTC event. To create an Eventbrite account, users provide their email address, create a password, and provide additional information as required by Eventbrite. Eventbrite does not provide this account information to the CFTC. Eventbrite may also collect other information that can be linked to a user or user's device including Internet Protocol addresses, Internet browser type, other characteristics of users' device and software, domain names of users' Internet Service Provider, approximate geographic location, a record of users' usage of the Services, the time of usage and other aggregated information that may help Eventbrite improve its products and services.

While other fields are available in the user profile, they are not collected by the CFTC. However, individuals are able to use the platform for non-CFTC hosted events and, as such, may populate additional fields at their own discretion.

## 2.2. What will be the sources of the information in the system?

Information is collected directly from the individual who chooses to register for a CFTC event through Eventbrite.

## 2.3. Why will the information be collected, used, disseminated or maintained?

Eventbrite is a third-party web service that automates certain tasks associated with managing event registration. The CFTC frequently hosts training and events available to members of the public that require advanced registration. The CFTC generally publicizes these events on CFTC websites, social media and/or by email. Registrants respond to the training/event announcements and receive automated registration confirmation messages or waitlist messages through Eventbrite. Eventbrite alleviates the need for the CFTC to manually track and individually respond to registrants. This information will be used for event communication purposes to facilitate registration including event reminders, sending out notices of CFTC events, documenting the status of registrations by participants, permitting registrants to opt-in for future CFTC email communications and to follow up with attendees regarding future events.

## 2.4. How will the information be collected by the Commission?

The information is collected using Eventbrite's website or mobile application. CFTC is able to access the registration information via an Eventbrite user account and download the information to CFTC owned and managed systems.

## 2.5. Is the system using technologies in ways that the CFTC has not previously employed (e.g., monitoring software)?

No. The system is not using technologies in ways that the CFTC has not previously employed. The CFTC is not using the system to monitor individuals.

## 2.6. What specific legal authorities authorize the collection of the information?

Section 748 of the Dodd-Frank Act (Pub. L. 111-203, Title VII, Section 748(g)(2)(B)) established the CFTC Customer Protection Fund for customer education initiatives designed to help customers protect themselves against fraud or other violations of the CEA or the rules or regulations thereunder. The Commission undertakes and maintains customer, and financial regulator education and awareness initiatives in accordance with Part 165.12 of the Commodity Exchange Act, 7 U.S.C. § 165. See also 44 U.S.C. 3101.

## **3. Data and Records Retention**

### 3.1. For what period of time will data collected by this system be maintained and in what form will the data be retained?

The information will be maintained for 7 years after the end of the calendar year in which the event takes place, in accordance with CFTC records disposition schedules. All information will be maintained electronically.

3.2. What are the plans for destruction and/or disposition of the information?

Information will be deleted at the end of the retention period.

#### **4. Access to and Sharing of the Data**

4.1. Who will have access to the information in the system (internal and external parties), and with whom will the data be shared? If contractors, are the Federal Acquisition Regulations (FAR) clauses included in the contract (24.104 Contract clauses; 52.224-1 Privacy Act Notification; and 52.224-2 Privacy Act)?

CFTC staff that assist in organizing the event and have a need to know will have access to the information voluntarily submitted by each registrant. CFTC staff that assist with events and registration activities may be contractors. These contractors are subject to confidentiality requirements and those subject to the Federal Acquisition Regulations ("FAR") are subject to FAR clauses concerning the Privacy Act, 52.224-1 and 52.224-1. CFTC may make a full list of event participants available to the participants at the event. Participants can opt out of this option.

Information will be shared within the CFTC with personnel who have a need to know, including CFTC staff responsible for event logistics and CFTC security staff that may need the information to maintain the security of the personnel and CFTC locations hosting the event. Only CFTC staff managing event registration will have direct access to Eventbrite.

By providing information through Eventbrite for a CFTC event, Eventbrite may also collect, use, maintain, and disclose user information in accordance with its Terms of Service and Privacy Policy. Users may wish to review the Eventbrite Privacy Policy before using its services to understand how and when Eventbrite collects, uses, and shares the information submitted for CFTC events utilizing Eventbrite's services.

4.2. If the data will be shared outside the Commission's network, how will the data be transferred or shared?

CFTC may make a full list of event participants electronically available to the participants of the event. Participants can opt out of this option by contacting the event organizer. Registration data may also be shared with 3<sup>rd</sup> parties assisting with or co-sponsoring events to facilitate event registration and event activities.

4.3. If the data will be released to the public, consultants, researchers or other third parties, will it be aggregated or otherwise de-identified (i.e. anonymized)? If yes, please also explain the steps that the Commission will take to aggregate or de-identify the data.

The CFTC has no intention of releasing personal information from this system to the public, however, this information may be released through a Freedom of Information Act request. CFTC may make a full list of event participants available to the participants at the event. Participants can opt out of this option by contacting the event organizer. CFTC may release aggregated event statistics to the public.

4.4 Do the recipients of the aggregated or de-identified information have another dataset, or is there a publicly available dataset that could be used to re-identify Commission information?

CFTC is not aware of any other dataset that could be used to re-identify an individual.

4.5. Describe how the CFTC will track disclosures of personally identifiable information that will be shared with outside entities. The Privacy Act requires that the CFTC record the date, nature, and purpose of each disclosure of a record to any person or to another agency.

Any disclosures made outside of the CFTC can be tracked back through the disclosure to the original request for the information.

4.6. Do other systems share the information or have access to the information in this system? If yes, explain who will be responsible for protecting the privacy rights of the individuals affected by the interface (e.g., System Administrators, System Developers, System Managers)?

No other systems share the information or have access to the information in the Eventbrite system.

## **5. Notice, Consent and Access for Individuals**

5.1. What notice will be provided to individuals about the collection, use, sharing and other processing of their personal data?

The CFTC will set up official event registration pages that clearly establish that CFTC is hosting the event. For example, the CFTC will, where feasible, use the CFTC seal on event registration pages. The CFTC also manages its Website Privacy Policy available from [CFTC.gov/privacy](http://CFTC.gov/privacy) that informs visitors of the CFTC's use of pages on third-party websites and applications.

The CFTC will, where feasible, provide a privacy notice on any Eventbrite event page requesting information. The notice will explain that Eventbrite is not a CFTC website, that it is controlled and operated by a third party, and that the CFTC's Website Privacy Policy does not apply to the third party. The notice will also describe how the CFTC will maintain, use, or share PII, and explain that individuals may be providing information to third parties by using Eventbrite.

5.2. What opportunities will exist for an individual to decline to provide information or to consent to particular uses of the information? If opportunities exist, how will this notice be given to the individual and how will an individual grant consent?

All information collected is voluntarily provided by the individual. Certain data elements are required if the individual wants to register for the event.

5.3. What procedures will exist to allow individuals to gain access to their information and request amendment/correction, and how will individuals be notified of these procedures?

Individuals may access their information and request amendment by following the procedures set forth in 17 CFR §§ 146.3-5, 146.8-9. Questions may be directed to the Commission's Chief Privacy Officer at [privacy@cftc.gov](mailto:privacy@cftc.gov). Individuals are notified of these procedures through the Privacy Policy at [www.cftc.gov](http://www.cftc.gov).

## **6. Maintenance of Controls**

6.1. What controls will be in place to prevent the misuse of the information by those having authorized access and to prevent unauthorized access, use or disclosure of the information?

The information is protected from misuse and unauthorized access through various administrative, technical, and physical security measures. Administrative safeguards include agency-wide Rules of Behavior, procedures for safeguarding personally identifiable information, and required annual privacy and security training. Only select CFTC staff have access to the Eventbrite information based on a need to know to perform their job functions.

Technical security measures within CFTC include restrictions to limit computer access to authorized individuals, required use of strong passwords frequently changed, firewalls, intrusion detection activities, use of encryption for certain data types and transfers, and regular review of security procedures and best practices to enhance security, in accordance with the Federal Information Security Modernization Act. Physical measures include restrictions on building access to authorized individuals and maintenance of records in lockable offices and filing cabinets.

6.2. While the information is retained in the system, what will the requirements be for determining if the information is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?

The Eventbrite website has certain requirements to register for an event or create an account. Certain information such as email address must be verified by confirmation emails sent to the individuals. It is up to the individual to verify information is accurate. CFTC staff will review all registration and contact any invitee if further verification is needed.

6.3. Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.

The system provides the ability to identify an individual to the extent the individual provided accurate contact information. The identification location information is limited to

the information voluntarily provided. CFTC does not have the ability to locate and monitor the individual in real-time.

6.4 Does this system comply with FISMA requirements to help ensure that information is appropriately secured?

Yes. The implemented security controls are consistent with FISMA requirements. CFTC's Office of Data and Technology has assessed the applicable security controls and determined that the risk to the Commission is acceptable

6.5. Describe the privacy training provided to users either generally or specifically relevant to the program or system.

All CFTC personnel are subject to CFTC agency-wide procedures for safeguarding PII and receive annual privacy and security training.

## **7. Privacy Act**

7.1. Will the data in the system be retrieved by a personal identifier in the normal course of business? If yes, explain. If not, can it be retrieved by a personal identifier?

Data in the system may be retrieved by attendee name or email address.

7.2 Is the system covered by an existing Privacy Act System of Records Notice ("SORN")? Provide the name of the system and its SORN number, if applicable.

Data in this system is covered by CFTC-50, LabCFTC SORN, and the forthcoming CFTC -53 Mailing, Event, and General Contact Lists SORN.

## **8. Privacy Policy**

8.1. Confirm that the collection, use and disclosure of the information in this system have been reviewed to ensure consistency with the CFTC's Privacy Policy on [www.cftc.gov](http://www.cftc.gov).

The collection, use, and disclosure of the information in this system have been reviewed by CFTC's Office of General Counsel, and CFTC's Privacy Office and they are consistent with the Commission's Privacy Policy on [www.cftc.gov](http://www.cftc.gov).

## **9. Privacy Risks and Mitigation**

9.1. What privacy risks are associated with the collection, use, dissemination and maintenance of the data? How have those risks been mitigated?

There is a risk of over-collecting personal information. CFTC has mitigated this risk by opting to collect only information necessary for event registration and attendee follow up communication purposes.

There is a risk that users of Eventbrite may mistake Eventbrite as being a CFTC-owned or managed service. CFTC has mitigated this risk by providing clear notice on the

registration pages that Eventbrite is a 3<sup>rd</sup> party platform not owned or controlled by CFTC.

To minimize the risk of unauthorized access or misuse of registration information, the CFTC employs a number of physical security system measures to protect its servers and computers maintained by the CFTC. The CFTC has examined Eventbrite's Privacy Policy and Terms of Service to evaluate the privacy risks. Finally, information is entered directly by the registrant to minimize the possibility of the CFTC entering inaccurate information.