

# Mailing List Request

Deadline: February 9, 2024

Mailing lists of the 2024 AAAAI Annual Meeting delegates are available for purchase to exhibiting organizations only. To purchase a delegate mailing list, please complete and return this form with a **sample of the item(s) to be mailed** and payment of \$1,500.

Please note that email addresses will **NOT** be provided. Mailing addresses will be provided in Excel format. Fields with an asterisk (\*) are required.

## 1. ORGANIZATION/CONTACT INFORMATION:

Please print and complete all requested information.

\*Organization: \_\_\_\_\_

\*Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

\*Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

## 2. CRITERIA:

\*Selection Preference:  Include International Addresses  U.S. Addresses Only

*The provided addresses will not be broken down further into occupation, state, medical professional status, etc.*

The mailing list will be sent on Thursday, February 8, 2024 to optimize the number of registrants while providing adequate time for mailing.

If you prefer to receive your list on a different date, please list the date here: \_\_\_\_\_

## 3. SIGNATURE OF AGREEMENT:

The 2024 AAAAI Annual Meeting participant mailing list is for **one-time use only**. The list may not be duplicated or reused in any fashion and attendee names may not be added into your organization's database without the written consent of each individual. The individual whose signature appears below agrees and authorizes that their organization will abide by all requirements of the AAAAI Data Processing Agreement including destroying or deleting the list after its one-time use.

AAAAI cannot verify the validity of these addresses, as they are provided by the individual.

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

## 4. PAYMENT INFORMATION:

Please charge the following credit card for payment of the above requested mailing list. A receipt of payment will be sent after your card has been processed.

Check – payable to *American Academy of Allergy, Asthma & Immunology*

American Express  Discover  MasterCard  Visa

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

## PLEASE RETURN THIS FORM TO:

American Academy of Allergy, Asthma & Immunology (AAAAI)  
Attn: Meetings Team  
555 East Wells Street, Suite 1100 • Milwaukee, WI 53202-3823  
Phone: (414) 272-6071 • Fax: (414) 272-6070  
Email: [annualmeeting@aaaai.org](mailto:annualmeeting@aaaai.org)

## AGREEMENT FOR PROCESSING OF AAAAI DATA – MAILING LISTS

This data processing agreement is between the Data Controller – “us”/AAAAI and the Data Processor – the “Exhibitor”/”you” as a representative of the Organization listed on the previous page.

### THE DETAILS OF PROCESSING

Subject matter	Sharing details of the 2024 AAAAI Annual Meeting attendees with Exhibitor
Duration	The contract is authorized for one-time use and can be cancelled by either party
What processing is being done	Sharing names and mailing addresses of the 2024 AAAAI Annual Meeting attendees
Purpose	For the 2024 AAAAI Annual Meeting attendees to receive (1) Exhibitor postcard/mailer regarding visiting their exhibit booth, advertising their Non-CME Educational Program and/or featuring product/company information
Type of personal data	Names and mailing addresses
Categories of data subjects	Attendees of the 2024 AAAAI Annual Meeting who have consented to sharing their contact information with exhibitors/industry supporters

### SPECIFIC TERMS/CLAUSES

#### 1. Process only on the written instructions of the AAAAI

The Exhibitor may only process personal data in accordance with the AAAAI's written instructions, unless required to do so by law, in which case the Exhibitor needs to tell the AAAAI what you are required to do by law, before you do it, unless the law prevents you from being told for reasons of important public interest.

#### 2. Duty of confidence

You must obtain a commitment of confidentiality from anyone with whom you allow to process the personal data, unless you are already under such a duty by law. This includes, but is not limited to, your employees, temporary and agency workers.

#### 3. Appropriate security measures

You must adopt appropriate technical and organizational measures to ensure the security of personal data processing, including encryption, pseudonymization, resilience of processing systems and back-ups, and all other requirements listed in Article 32 of the General Data Protection Regulation (“GDPR”).

#### 4. Using sub-processors

You may not employ another processor without the AAAAI's prior specific or general written authorization. If AAAAI provides a general authorization, you must inform AAAAI of any intended changes regarding the addition or replacement of other processors so that AAAAI has an opportunity to object to those changes.

If you employ another processor, then you must impose the contract terms of this contract and that are required by Article 28.3 of the GDPR on the sub-processor to ensure that the sub-processor meets the requirements of the GDPR. You will also be liable to the AAAAI for the compliance of the sub-processor.

#### 5. Data Subject Rights

You must assist the AAAAI in meeting its obligation to respond to requests by data subjects exercising their rights under Chapter III of the GDPR by having appropriate technical and organizational measures in place.

#### 6. Assisting the Controller

You must assist the AAAAI in its obligation to keep personal data secure, under Article 32 of the GDPR.

You must inform the AAAAI of a personal data breach without undue delay after becoming aware of it and assist us in our obligation to notify breaches to the Supervisory Authority, under Article 33 of the GDPR.

You must assist the AAAAI in advising data subjects when there has been a personal data breach, under Article 34 of the GDPR.

You must assist the AAAAI in its obligation to carry out data protection impact assessments (DPIAs), under Article 35 of the GDPR.

You must assist the AAAAI in consulting with the Supervisory Authority where its DPIA indicates there is an unmitigated high risk to the processing, under Article 36 of the GDPR.

#### 7. End of contract provisions

After the designated one-time use of the mailing list, the Exhibitor must delete all of the personal data you have been processing for us.

An exception to this general rule will apply if the personal data is to be retained by law.

#### 8. Audits and inspections

You must provide the AAAAI with all the information that is needed to show that all parties have met the obligations of Article 28 of the GDPR.

You must submit and contribute to audits and inspections that the AAAAI, or another auditor appointed by us, carries out.

You must tell the AAAAI immediately if you think you have been given an instruction which doesn't comply with the GDPR, or related data protection law.

#### 9. Your obligations

Nothing within this contract relieves you of your own direct responsibilities and liabilities under the GDPR.

If you fail to meet any of these obligations or act outside or against the AAAAI's instructions, then you may be liable to pay damages in legal proceedings or be subject to fines or other penalties or corrective measures. You may be able to claim back part of the compensation you have paid for the AAAAI's share of liability.

You will not be liable if you can prove you were not in any way responsible for the event giving rise to the damage.

### EXHIBITOR

\*Signature: \_\_\_\_\_

\*Name: \_\_\_\_\_

\*Title: \_\_\_\_\_

\*Date: \_\_\_\_\_

### AAAAI

Signature: \_\_\_\_\_

Name: Rebecca Brandt, CAE

Title: Executive Director

Date: \_\_\_\_\_