

Data Protection Policy of the Lean Product and Process Development Exchange, Inc.

Version 1.0, 2019-09-02

Our organization: Lean Product and Process Development Exchange (LPPDE) is for data processing purposes represented by the Web Admin, board member. The purpose of LPPDE is explained in our [Terms of Service](#) (*.pdf).

1. We collect personal data to:
 - a. Identify participants of our events. We collect: name; email address, IP address of computer with which order was made & user agent (web browser that was used; phone number (optional); Allergy information (optional); address; company and company address; history of products ordered; payment method and history of communication on the order.
 - i. We ask permission to share contact details with other participants – when permission is granted we share only the participant’s name and e-mail addresses to those participants.
 - ii. We ask permission to send e-mails as part of our email list; participants can anytime unsubscribe through clicking unsubscribe in an email message, or by logging in to their account and disable the newsletter subscription.
 - iii. Also, participants can change their personal data in their account page.
 - iv. We do also collect data from participants that failed to order; if they continued their order process until payment. This we will see as a “missed order”. We may contact persons that got through to this stage to support to successful registration.
 - v. Allergy information: during our events, we sometimes offer foods and drinks. Collecting allergy information during our registration process helps us to prepare for the delivery of food to persons with specific needs.
 - vi. IP address and user agent: we collect IP address to help us analyze potential misuse of our website. We collect the user agent (web browser that user uses to visit the website) to optimize our website and registration process to the majority of customer’s systems.
 - vii. Participant data are kept in our customer database until the customer asks us to remove their data.
 - b. Identify the speakers and workshop hosts of our events. Next to the data mentioned under 2a – picture of the speaker; speaker biography, made or approved by the speaker; session description, made or approved by the speaker; blog posts and newsletter posts; presentation download.
 - i. The speaker data are used on the LPPDE website, in the event booklet and in newsletters.
 - ii. The speaker data are collected at or approved by the speaker.
 - iii. The speaker may write a blog post and/or a newsletter post on his/her contribution, these are published on the LPPDE website.
 - iv. The presentation download is made available through our website for participants of the event, as a pdf, requiring a login. In incidental cases (for example technical issues), the pdf may be shared directly with participants.
 - v. Speaker and workshop host data are kept in our website as long as the event is active – until a maximum of two years after the event. An exception are blog contributions which are available until the speaker asks us to remove the blog post.

- c. To keep people informed, who subscribed to our newsletter. Of these so-called “marketing subscribers” we only store email address. These subscribers can unsubscribe by clicking unsubscribe in one of our newsletters. Also, they can send an email to info@lppde.org to get removed from our systems.
 - d. To present our board. Next to the data meant under 2a and 2b, board members are presented on our website with a picture, name and job title. This is done until maximum 3 months after their board term has ended.
2. Security of data collected by LPPDE:
- a. We protect our website with a SSL layer.
 - b. Following persons have access to the data collected by LPPDE:
 - i. The customer can gain access to their own data by logging in to their account.
 - ii. Participants who have opted in for sharing of their contact details are provided with the email addresses of peer-participants who have opted in too.
 - iii. Sponsors may get the opt-in email addresses list as participant of the event, too.
 - iv. The Web Admin (read/write) and board members (read) have access to the customer database of LPPDE, with the purpose to organize events and manage participation lists.
 - v. The web provider (Mooiwurk) has access to the customer database with the purpose to solve issues. For this purpose LPPDE has a data processing contract with Mooiwurk.
 - vi. Event partners or assistants may be allowed temporary access for the duration of the event preparation. This access is until maximum 1 month after the event. Event partners and assistants sign a contract that includes elements of data protection to secure alignment with our data protection policy. Event partners or assistants may be inside or outside the EU.
 - vii. Event partners may use their own registration system. In such cases, the data that is collected from customers and speakers are not allowed to exceed the data as mentioned under 1a and 1b of this document. The Web Admin does a regular check on this to secure compliancy.
 - viii. In case registrations runs outside the LPPDE website, when participants opted in for receiving the LPPDE newsletter, they are added to the marketing subscribers list (see 1c).
 - c. Data related to the organization of events (in particular the event booklet) is also stored on personal computers of the event chairs. This type of data is in principle not shared outside the event chairs and event partners.
3. Access to personal data
- a. All persons with an LPPDE account have access to their data through login into their personal page.
 - b. Everyone in the customer list, speaker list or marketing subscriber list have the right to get an overview of their personal data stored in the LPPDE website.
 - c. Everyone in the customer list, speaker list or marketing subscribers list have the right to get removed from those lists, within three work days after sending an e-mail to info@lppde.org. An exception to this rule is information of speakers of active events (see 2b).

- d. Blog authors are able to retrieve their own blogs by searching for their name in the blog page of the LPPDE.
- e. Blog authors are allowed to demand removal of their blog from LPPDE's website by sending a message to info@lppde.org. Removal should happen within 3 working days from the moment the message is sent.