

Solution Tree, Inc.

Virtual Event and Virtual Workshop Privacy Policy

1. An overview of data protection

General information

The following information will provide you with an easy to navigate overview of what will happen with your personal data when you take part in a Solution Tree Virtual Event or Solution Tree Virtual Workshop. The term “personal data” comprises all data that can be used to personally identify you.

Data recording for this event or workshop.

How do we record your data?

We collect your data as a result of you sharing your data with us. This may, for instance, be information you or your representative enter into our registration form.

If you choose to register via our website, you can find our website privacy policy here:

<https://www.solutiontree.com/privacy-policy>

For what purposes do we use your data?

Data may be used to analyze some user patterns for our events or workshops.

In particular, personal data is processed for the following purposes (in alphabetical order):

Abstracts

As part of the registration, various personal information (name, email address, contact details, etc.) will be collected.

Certificate of Attendance

In order to provide certification, participants’ personal data (name, email address, etc.) are required.

Data transferred when signing up for virtual events or workshops

We transmit personally identifiable data to third parties only to the extent required to fulfill the terms of your contract with us, for example, to a virtual service provider to allow you to register and attend the virtual meeting. Your data will not be transmitted for any other purpose unless you have given your express permission to do so. Your data will not be disclosed to third parties for advertising purposes without your express consent.

Profile- / Log-in Data

Registering via our website will require you to make a profile on our website. To use the profile, various personal information must be provided (email, first name, last name, role/title, institution, and password). This data is required to provide individualized access to our services.

Registration

As part of the registration process, various personal information (name, email address, contact details, etc.) will be collected.

What rights do you have as far as your information is concerned?

You have the right to receive information about the source, recipients, and purposes of your archived personal data at any time without having to pay a fee for such disclosures. You also have the right to demand that your data are rectified or eradicated. Please do not hesitate to contact us at any time if you have questions about this or any other data protection related issues. You also have the right to log a complaint with the competent supervising agency.

Moreover, under certain circumstances, you have the right to demand the restriction of the processing of your personal data.

Children's Information

We do not knowingly collect information on children without consent from a responsible parent. If we have collected personal information on a child, please contact us immediately so we can remove this information without any undue delay.

2. General information and mandatory information

Data protection

The operators of this event or workshop take the protection of your personal data very seriously. Hence, we handle your personal data as confidential information and in compliance with the statutory data protection regulations and this Data Protection Declaration.

Whenever you register for an event or workshop, a variety of personal information will be collected. Personal data comprises data that can be used to personally identify you. This Data Protection Declaration explains which data we collect as well as the purposes we use this data for. It also explains how and for which purpose the information is collected.

We herewith advise you that the transmission of data via the Internet (i.e. through email communications) may be prone to security gaps. It is not possible to completely protect data against third-party access.

Revocation of your consent to the processing of data

A wide range of data processing transactions are possible only subject to your express consent. You can also revoke at any time any consent you have already given us. To do so, all you are required to do is send us an informal notification via email. This shall be without prejudice to the lawfulness of any data collection that occurred prior to your revocation.

Right to data portability

You have the right to demand that we hand over any data we automatically process on the basis of your consent or in order to fulfil a contract be handed over to you or a third party in a commonly used, machine readable format. If you should demand the direct transfer of the data to another entity, this will be done only if it is technically feasible.

SSL and/or TLS encryption

For security reasons and to protect the transmission of confidential content, any data transfer outside of our systems uses either an SSL or a TLS encryption program.

If the SSL or TLS encryption is activated, data you transmit to us cannot be read by third parties.

Information about rectification and eradication of data

Within the scope of the applicable statutory provisions, you have the right to at any time demand information about your archived personal data, their source and recipients, as well as the purpose of the processing of your data. You may also have a right to have your data rectified or eradicated. If you have questions about this subject matter or any other questions about personal data, please do not hesitate to contact us at any time.

3. Recording of data for this event or workshop

Request by email, telephone, or fax

If you contact us by email, telephone, or fax, your request, including all resulting personal data (name, request) will be stored and processed by us for the purpose of processing your request. We do not pass these data on without your consent.

The data sent by you to us via contact requests remain with us until you request us to delete, revoke your consent to the storage, or the purpose for the data storage lapses (e.g. after completion of your request). Mandatory statutory provisions – in particular statutory retention periods – remain unaffected.

Registration on our website

You have the option to register on our website to be able to use additional website functions. We shall use the data you enter only for the purpose of using the respective offer or service for which you have registered.

To notify you of any important changes to the scope of our portfolio or in the event of technical modifications, we shall use the email address provided during the registration process.

The data recorded during the registration process shall be stored by us as long as you are registered on this website. Subsequently, such data shall be deleted. This shall be without prejudice to mandatory statutory retention obligations.

4. Online-based Audio and Video Conferences (Conference tools)

Data processing

We use online conference tools, among other things, for communication with our customers. The tools we use are listed in detail below. If you communicate with us by video or audio conference using the Internet, your personal data will be collected and processed by the provider of the respective conference tool and by us. The conferencing tools collect all information that you provide/access to use the tools (name, email address, etc.). Furthermore, the conference tools process the duration of the conference, start and end (time) of participation in the conference, number of participants and other “context information” related to the communication process (metadata).

Furthermore, the provider of the tool processes all the technical data required for the processing of the online communication. This includes, in particular, IP addresses, MAC addresses, device IDs, device type, operating system type and version, client version, camera type, microphone or loudspeaker, and the type of connection.

Should content be exchanged, uploaded, or otherwise made available within the tool, it is also stored on the servers of the tool provider. Such content includes, but is not limited to, cloud recordings, chat/instant messages, voicemail, uploaded photos and videos, files, whiteboards, and other information shared while using the service.

Please note that we do not have complete influence on the data processing procedures of the tools used. Our possibilities are largely determined by the corporate policy of the respective provider. Further information on data processing by the conference tools can be found in the data protection declarations of the tools used, and which we have listed below this text.

Duration of storage

Data collected directly by us via the video and conference tools will be deleted from our systems immediately after you request us to delete it, revoke your consent to storage, or the reason for storing the data no longer applies. Stored cookies remain on your end device until you delete them. Mandatory legal retention periods remain unaffected.

We have no influence on the duration of storage of your data that is stored by the operators of the conference tools for their own purposes. For details, please contact directly the operators of the conference tools.

Conference tools used

We employ the following conference tools:

Zoom

We use Zoom for our virtual meeting space. The provider of this service is Zoom Communications Inc, San Jose, 55 Almaden Boulevard, 6th Floor, San Jose, CA 95113. For details on data processing, please refer to Zoom's privacy policy:

<https://zoom.us/en-us/privacy.html>

Class Climate

We conduct surveys through Class Climate software. The provider of this service is Scantron, Inc., 1313 Lone Oak Road, Eagan, MN 55121. For details on data processing, please refer to Scantron's privacy policy:

<https://www.scantron.com/legal/privacy/>

Google

In the event that you would need to register for an event on-site, the on-site registration form is made using Google Forms. The provider of this service is Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043. For details on data processing, please refer to Google's privacy policy:

<https://policies.google.com/privacy>

Pardot

Emails or Notifications in regards to Workshops will be sent via Pardot. The provider of this service is Salesforce.com, Inc., The Landmark at One Market, Suite 300, San Francisco, CA 94105. For details on data processing, please refer to Salesforce's privacy policy:

<https://www.salesforce.com/company/privacy/>

Elevate LMS

We use Elevate LMS as our virtual service provider. The provider of this service is CommPartners, LLC, 7230 Lee Deforest Drive, Columbia, MD 21046. For details on data processing, please refer to CommPartner's privacy policy:

<https://www.commpartners.com/privacy-policy/>

5. Amendments

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

As of March 2021