

Data protection (Privacy Policy)

The protection and security of personal data is an important concern for us and a central component of our corporate compliance. This also applies to data protection in connection with the use of our website.

1. Data collection, processing and use

We use the following data to protect and maintain the system, to further optimize it, and to provide better customer support:

- When and from which IP address (to assure anonymization for no personal references the last 8 bits of the IP address will be cut off) a user of the system has logged in, logged out, failed to log in successfully, or requested to be reminded of his/her password. This helps us track potential frauds and resolving support cases.
- If an error occurs we store information about the username, IP address (to assure anonymization for no personal references the last 8 bits of the IP address will be cut off), date and time of the error, the requested URL including encrypted parameters, cookies and other detailed information on how to reproduce the error. This helps us track potential frauds and resolving support cases.
- We store information about which user and when created key system objects and who and when last edited them.
- All emails sent by the system are stored with information about when the email was sent, which user caused it to be sent, receiver email addresses including Cc and Bcc receivers, message subject and body. This information is stored for 3 years (on customer request for longer) and it is used only internally for:
 - investigating specific incident cases raised by various parties, including the users who use the system
 - tracking and fixing system issues
 - any other kind of support

The types of emails stored are as follows:

- New user registration
- User activation
- New user account created
- Password reminder
- User invited to campaign
- User invited to circle
- User invited to discussion
- New idea created
- Idea changed
- Campaign expired
- Campaign about to expire
- Support email (help request)

- Email addresses are used only for the purposes of the system. The following types of email messages are in use:
 - New user registration
 - User activation
 - New user account created
 - Password reminder
 - User invited to campaign
 - User invited to circle
 - User invited to discussion
 - New idea created
 - Idea changed
 - Campaign expired
 - Campaign about to expire
 - Support email (help request)

2. What do we do with your data?

We use your data only for the purpose for which they were handed over to us.

We collect personal data in order to enable the usage and provide you with support for the Ideation Platform. This data is used for the purpose of analyzing and resolving any technical problems you may have reported, and to contact you if necessary.

The following data, if available, will automatically be transferred as parameters within an SSL connection to our secured database. The database is hosted on a secured server managed by our Cloud Service Provider (Amazon AWS) with whom we have negotiated a security and privacy policy:

- First name and surname of the user
- The user's e-mail address
- The user's phone number (not mandatory – for customer internal usage only)
- The user's job title (not mandatory – for customer internal usage only)

In addition to the automatically transmitted data, we ask you to provide further data as part of your registration with our Ideation Platform:

- User name (pseudonym) for queries (posts) on the Ideation Platform
- Password

With the above data, the use for support purposes is possible for all customers of the Ideation Platform.

Partially, we commission subcontractors, who, however, are strictly purposeful only to carry out carefully selected orders. The scope and responsibilities of these commitments are based on a strict confidentiality agreements signed with our subcontractors including commissioned data processing.

3. Cookies

Cookies are small text files with information which are transmitted to the Internet browser of the visitors of our website and stored there for a later retrieval. Basically, you have the possibility to set your Internet browser so that it does not allow a storage of cookies on your computer or even cookies already deleted. Please note that disabling or deleting cookies may restrict the functionality of parts of our site. If so, your access to our site may be limited. Basically, you have the following selection options for the administration of cookies in your Internet browser (example Internet Explorer):

- Delete all cookies
- Block all cookies
- Allow cookies
- Block third-party cookies
- When cookies are closed, delete all cookies
- Open a "Private Browsing" session
- Install add-ons and plug-ins to extend browser functionality

The following links provide information about the management of cookies:

- [Internet Explorer](#)
- [Chrome](#)
- [FireFox](#)
- [Safari](#)
- [Opera](#)

On our website, we use the following cookies:

- .AUTHIdeationPlatform
 - used by ASP.NET Forms Authentication
 - expires after a configured amount of 48 hours or if the user manually logs out
- ASP.NET SessionId
 - used by ASP.NET Forms Authentication
 - expires after the user manually logs out
- .EXTCUSTAuth
 - used in Active Directory Integration
 - expires after a configured amount of time or if the user manually logs out. The expiration time is strictly managed by the ADFS which provides this authentication cookie. By default this time is set to 60 minutes
- organization
 - stores the company of the current user
 - expires in six months
- cultureval
 - stores the currently selected language
 - does not expire

4. Your rights

You have the right, on request, to receive information on the personal data stored about you free of charge. You have the right at any time to request information about the data stored on your behalf, the source and the recipient, as well as the purpose of the storage, free of charge. Furthermore, you may make use of the right of objection to the use and / or transmission of your data, which is granted to you by the Federal Data Protection Act. Furthermore, you have the right to delete, block and correct your personal data within the legal limits. In order to exercise your rights, please contact the data protection officer mentioned below.

5. Contact person

If you have any questions regarding data protection, please feel free to contact our company data protection officer at any time:

*Datenschutzbeauftragter
Europaallee 17
30855 Langenhagen
Deutschland
E-Mail: dataprotection@konicaminolta.eu*