

# Privacy By Design Lab Statement

## Commitment

Privacy by Design Lab is leading data privacy culture and society community. As a not for profit organization originally established privacy oriented corporate structure program.

Privacy is important and essential to us. Privacy By Design Lab thinks highly of protecting personal data and mitigating privacy risk for all stakeholders. This Privacy Statement is our commitment to maximize satisfaction and promote privacy awareness under sufficient protection.

## Purpose

Privacy By Design Lab collects the personal data at our workshop and program, that collection is for the purpose to satisfy participants and improve our contentst, feedback, and our promotion. (Regardless under the Japanese Privacy Act, but more comprehensive personal data)

## 4 Pillar Principle of Personal Data Use

- **Communication First, Personal Data Use on Transparency**
- **Satisfaction First, Personal Data Use on Accountability**
- **Respect First, Personal Data Use on User Choice**
- **Improvement First, Personal Data Use on Sufficient Safeguard**

## Privacy Policy

### Personal Data Use

Privacy By Design Lab uses personal data on sufficient safeguard under privacy regulation and guideline, extensively strive continuous improvement with our privacy policy for user satisfaction.

### Personal Data Collection

We will collect the personal data categories below

- Event registration (Peatix and Facebook event)
- Video and Sounds record on our workshop from start to end (On Zoom)
- Workshop WorkSheet (On Google Sheet)
- Workshop Questionnaire (On Google Form)

## **Purpose Personal Data Collection**

We will use personal data for below purpose

- Improve our event contents
  - Record movie and sound during workshop from start to end
  - Filled worksheet during workshop
  - Questionnaire after workshop
- Improve our workshop logistics and operation
  - Record movie and sound during workshop from start to end
  - Filled worksheet during workshop
  - Questionnaire after workshop
- Improve our privacy policy
  - Record movie and sound during workshop from start to end
  - Filled worksheet during workshop
  - Questionnaire after workshop
- Promote our activities (Social media and website etc)
  - Registered informaton for participating event
  - Questionnaire after workshop

## **Personal Data Consent**

We will make explicitly consent before personal data collection to use for our service improvement and third party provision. We may make evidence to capture email contents or image records.

## **Personal Data Request**

Please inform us to request data deletion, rectification, clarification and other data portability requirement. As soon as completed authentication process, we will response to your request. We need verification and authentication process to respond to your request.

Inquiry Email

[privacybydesignjp@gmail.com](mailto:privacybydesignjp@gmail.com)

Please write the contents below with inquiry email

- Request for personal data (Deletion, Rectification, Return and more)
- Request period (Request deadline)

## **Personal Data Administration**

We will store collected personal data. We will administer and store personal data until the end of collection purpose or close our activity, and delete personal data. Please inform us to delete or other requests in advance.

We use third vendor tools below to store personal data, sufficient safeguard under rigorous access control.

- Registered personal data at event (Peatix and Facebook event storage)
- Record movie and sound during workshop from start to end (Youtube storage)
- Filled worksheet during workshop (Google Sheet storage)
- Questionnaire after workshop (Google Form storage)

Please refer third party privacy policy below links

- [Peatix](#)
- [Facebook](#)
- [Youtube](#)
- [Google](#)

### **Personal Data Breached and Administrative Response**

We will inform the details of personal data breached below to registered email address

- Incident overview
- Breached personal data categories
- Extent of breached privacy impact
- Violation part of privacy policy
- Identified breached data
- Identified the data of administrative issue
- Status of response
- Preventive measure

### **Question and Request**

Please inform us below email address about more personal data

### **Privacy Policy Update and Notification**

We will update latest privacy policy on our website. Please check our website below link.

Privacy by Design Lab

<https://privacybydesign.jp/en/front-page-english-2/>

Inquiry

[privacybydesignjp@gmail.com](mailto:privacybydesignjp@gmail.com)

**Update**

2020/6/11 Statement Announcement

2020/10/5 First Amendment