# Security and privacy

### Sessions by Hart voor Projecten: working together in sessions

Project Definition · Activity Plan · Risk Management · Goal Tree · Programme Course · Project Scan · version 1.8.4

With Sessions, a team works together in a session: the facilitator on a laptop, a presentation screen, and the participants on their own phone or laptop. Here you can read how the tools handle what goes back and forth during such a session, and what is stored.

## Encrypted in transit

- Everything goes over an encrypted connection (https), also on the wifi of a hotel, conference centre or office. Anyone on the same network can only see that there is a connection with sessions.hartvoorprojecten.nl, not what is being typed.
- The website always redirects an unencrypted address to https, and tells the browser to use only https from then on.
- Besides the session code, the facilitator and every participant automatically get their own secret access key. This means only the facilitator can run the session, and nobody can send or change anything on behalf of someone else. The key stays in the browser of the person's own device and travels encrypted with every message, never in the web address. The website does not store the keys themselves, only a check value (hash) from which the key cannot be worked out.
- The session code is in the QR code and in the address for joining. While the session is running, that code lets you join and see what is on the presentation screen. It cannot be used to run the session or to change other people's input.

## Who can join

- **The facilitator** has a start code from Hart voor Projecten. The device remembers that code for as long as it can be used: until its end date, plus the week in which you can reopen a session.
- **Participants** join with the session code or the QR code of that one session. They don't need an account and don't give an email address; they only enter a name (a first name is enough).
- The session code is random. Anyone who tries to guess many codes is temporarily blocked.
- The facilitator always sees how many participants have joined. So it is immediately clear if more people join than are present. Every contribution carries a name.
- **Who sees what:** only the facilitator sees everything. Participants see what they need for the step; when gathering in the Review (Programme Course), for example, at first only what was already there and their own items, and when collecting activities (Activity Plan) only their own activities. The presentation screen shows what the facilitator chooses.

## What is on the server, and for how long

- During the session: the content of the session (items, ideas, risks, cards, proposals, measures, actions, agreements and open issues), the names participants enter and, if the facilitator adds them, the organisation's logo and (in the Goal Tree) an image for the vision.

- Afterwards everything is deleted automatically: by default 24 hours after the session starts (the administrator can set this, to a week at most). The facilitator can also delete the session straight after it ends.
- Every night the server makes an encrypted backup. It is kept on the server itself and on Hart voor Projecten's own storage in the Netherlands, for 14 days at most. A session can therefore exist in a backup for longer than 24 hours; after those 14 days it is gone from there too.
- The tools do not store IP addresses. To prevent guessing, the website counts attempts per network with a shortened code that cannot be traced back, which disappears after ten minutes at most. As with any website, the web server keeps technical logs; these are kept for 14 days at most.
- No advertising, no analytics and no tracking cookies. The tools only set cookies they need to work: the facilitator's start code, which sessions you facilitate on this device (so you can resume or take over a session), and a 30-second check for a secure connection. The tool makes the QR code itself, without an external service.
- Sessions runs on its own servers at one.com, in a data centre in the EU (Denmark). These servers are managed with Ploi, a Dutch service that stores its data in the Netherlands and Germany.

## What stays on your own device

- The downloads (Excel, PDF, Word) and the saved progress are made by the facilitator's browser itself. They do not go through the server and are not stored there.
- The facilitator's browser keeps the session, so they can continue after reloading. A participant keeps their name and the access key for that session on their own device, and when working in groups (organising, making a proposal, the schedule) also the group's work. The tool cleans this up as soon as the session is over.
- **AI:** the tools do not use AI themselves and send nothing to an AI service. In Project Definition, Activity Plan, Risk Management, Goal Tree and Programme Course, the facilitator can copy an instruction (prompt) and use it in the organisation's own AI tool, with documents the facilitator chooses. The terms of that AI tool apply.

## No third parties

Fonts, the PDF library and all other components come from sessions.hartvoorprojecten.nl itself. Nothing goes to Google, Cloudflare or other parties, not even the participants' IP addresses.

## Extra protection in the browser

The pages of the tools only load code from sessions.hartvoorprojecten.nl, cannot be embedded in another website and do not ask for access to the camera, microphone or location.

## Questions?

Please contact Hart voor Projecten: info@hartvoorprojecten.nl.