

Privacy Policy

Document Control			
Document Title		Privacy Policy	
Version	2.2	Author(s)	Gerry Forde
Date Approved	2/8/2018	Document Status	Final
Effective Date	2/8/2018	Approved By	Gerry Forde
Superseded Version	N/A	Date of Next Review	01/10/2020

Privacy Policy

EssentialSkillz takes your privacy very seriously. This statement of our policy explains the limited circumstances in which we gather information from you, what we use that information for and where it is stored.

Information Gathered

All information gathered is used solely for the purpose of conducting online training and risk assessments. Information such as the employee's first and last name, department, email, username and password are required for the basic operation of online training programmes. This information is either supplied by employers or input onto a registration form by the employee when they first login to WorkWize. The information is used to allow employees' access to the prepaid training courses and to enable the system (WorkWize) to track their training and risk assessments and maintain a training record for each employee. The maintenance of these training records is, for certain training courses, a requirement under Health & Safety Law.

Disclosure of Information

All information submitted to us, or collected in the course of online training and risk assessment, is accessible only to certain authorised individuals. These include our system administrators and the person or persons within client companies who are responsible for health and safety. *Information will never be sold or passed on to third parties.*

Cookies

Session cookies are used to track employee's progress through training courses and risk assessments. These cookies are stored during a training session. However, once you close your browser or log out of WorkWize they are deleted. We do not use persistent cookies.

Security

All reasonable steps are taken to ensure data stored on our servers, and on servers hosted on our behalf, is protected from unauthorised access by third parties. Our database has been designed to provide for the segregation and security of client company data. We have incorporated as many security features known to us to protect our application from unauthorised and malicious attacks. Regular backups are made of all data.

Data Protection

EssentialSkillz complies fully with all EU Data Protection Regulations in terms of

1. The fair obtaining, use and disclosure of your personal information.
2. The security of your information.
3. The accuracy of your information.
4. The period of retention of your information.
5. Your right to reasonably access your personal information.

For more information about our compliance, please don't hesitate to contact us.

Legal Basis

The legal basis for EssentialSkillz to process your data is the performance of a contract with the client company.

Data Retention

Data Retention means how long we keep your data for. We do this in accordance with EssentialSkillz data retention policy which is to retain Personal Data for no longer than is necessary in accordance with the client company's instructions so as to comply with the principle of data minimisation. By default this is usually the duration of the services agreement we have agreed with the customer unless we are instructed otherwise by the client company.

If you would like to know more about our data retention policy please email support@essentialskillz.com

Data Subject Rights

As a data subject you have certain rights which include:

- The right to be informed - this means we must inform you how we are going to use your personal data. We do this through this privacy policy and by informing you how your data will be used each time we collect it.
- The right of access - you have the right to access your personal data (e.g. data that is about you) that we hold. This is called a Subject Access Request (SAR). We must respond to your request within one month. To request access to your data, please contact your employer or email support@essentialskillz.com. It is very helpful if you tell us what of your personal data you are seeking.

- The right to rectification - if you think the data we hold on you is incorrect, tell us so we can put it right. Please send such requests to your employer or email support@essentialskillz.com
- The right to erasure - you have the right to request that we delete your data. We will do so, provided that we do not have a compelling reason for keeping it. To request this, please contact your employer or email support@essentialskillz.com
- The right to restrict processing - you can change your communication preferences (therefore restricting how we communicate with you) by contacting your employer or emailing support@essentialskillz.com
- The right to data portability - you can obtain and reuse your personal data for your own purposes across different services. To request this, please contact your employer or email support@essentialskillz.com
- The right to object to data processing - If you would like to formally object to any of our personal data processing activities, please contact your employer or email support@essentialskillz.com
- Rights in relation to automated decision making and profiling – this is not something we do at EssentialSkillz however any update to this policy will be updated here accordingly.

With regard to all the above data subject rights, EssentialSkillz will contact the relevant client company to inform of such requests in order to authenticate and authorise the request.

Disclosure Required by Law

Occasionally, EssentialSkillz may be required by law to disclose certain records. Notwithstanding anything in this Privacy Statement to the contrary, under such circumstances or when EssentialSkillz reasonably believes it is required to disclose personal information, we reserve the right to disclose such personal information as is reasonably believed to be required.

Data Breach Notification

Privacy or security breaches are reported by the relevant Head of Department to the Chief Operations Officer, who in-turn will notify the customer and all regulatory authorities where appropriate. If any employee suspects a security incident or privacy breach has occurred, it is reported to the Head of Department for immediate investigation and remedial action.

Changes to Our Privacy Policy

EssentialSkillz reserves the right to make changes, modifications or additions to this Privacy Statement at any time. The changes will be posted here, so be sure to check back each time before logging in.



Acceptance of These Terms

By logging into our courses section, entering personal information and taking one or more of our courses, you are signifying your agreement to the provisions of this Privacy Policy. If you do not agree to the terms of this statement, please do not login to our courses section and provide us with any personal information.

Your continued use of EssentialSkillz courses and/or WorkWize in light of any changes to our privacy policy will signify your acceptance of these changes.

Contacting EssentialSkillz

If you have any questions about this Privacy Policy you can contact EssentialSkillz via email at support@essentialskillz.com or by writing to: EssentialSkillz, Galway Technology Park, Parkmore, Galway, Ireland.