



## Privacy Policy

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### Privacy Policy

EssentialSkillz take 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 O-LAS. The information is used to allow employees' access to the prepaid training courses and to enable the system (O-LAS) 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 OLAS 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 know 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.

### **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 OLAS 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 [info@essentialskillz.com](mailto:info@essentialskillz.com) or by writing to: EssentialSkillz, Galway Technology Park, Parkmore, Galway, Ireland.

Prepared by	Approved by	Operational on	Next review
N/A	Gerry Forde	1/5/2017	1/4/2018