

# Workseed SaaS Registry and Privacy Statement

This is the Registry and Privacy Statement of the Company's Personal Data Act (Sections 10 and 24) and the EU's General Data Protection Regulation (GDPR). Created on 1/4/2018. Last modified 22/5/2018.

## 1. Registrar

Workseed's free trial users (later "Workseed-organization administrator") the acting registrar is:

**Workseed Ltd (Business ID 2733384-1), Address: Laserkatu 6, 53850 Lappeenranta**

Workseed-organization administrators act as registrars for personal details (later "Registered users") to those, who are created in Workseed-organization by the Workseed-organization administrators. In this scenario, Workseed Ltd is acting as a registry processor.

## 2. Registry responsible contact person

The contact information for the registry responsible person can be asked at [support@workseed.fi](mailto:support@workseed.fi).

Workseed-organization administrator contact information can be found at the invitation message that is sent to invited persons.

## 3. Registry name

Workseed SaaS user register

## 4. Legal framework and the reason to process personal details

The personal details found and processed in the registry is based on the agreement between the registrar and registry handler (e.g., trial contract), which makes the processed information necessary.

Workseed's personal data registry and it's data is processed and stored to identify users and to provide communication features of the Service.

## 5. Registry content

The processed content depends on the role of the user.

The students using Workseed. In the personal data registry, the next data can be stored:

- Name
- Username
- Picture
- Contact information like email
- Location information

The data is stored to provide access to Service and to identify the user to being able to use Workseed as intended. Location information is needed as a proof of doing a certain task in a certain location.

The teachers using Workseed. In the personal data registry, the next data can be stored:

- Name
- Username

- Picture
- Contact information like email

The data is stored to provide access to Service and to identify the user to being able to use Workseed as intended. The personal data is also used to manage student's learning process and assessments (e.g, having assignments pointed to correct teachers).

The instructors in workplace training guiding students and other supportive persons. In the personal data registry, the next data can be stored:

- Name
- Contact details like email and phone number
- The name and contact details of the company or training place (e.g., address, postal code, city).

The data is stored to provide access to Service and to identify the user. The personal data is also used to manage the learning process of students and the assessing of students. Also, the assignment of correct assignments to assess and guide within Workseed is done by using the personal data stored. The teachers can identify the learning places with the name and contact details of the company (or training place).

Other Client personal data processing. Workseed Ltd can also process user personal data, for example, for diagnosing and solving user reported issues, finding defects, delivering support actions to user or improving the Service. For these purposes, the user's IP address is also collected. The reason to collect this personal data is to provide high quality of service, information security and ensuring the performance of the systems. Workseed Ltd guarantees that in these scenarios the personal data and material is processed confidentially and only in the minimum amounts necessary.

## **6. Sources of information**

The data saved in the registry is received from an online registration page from all of the users themselves.

## **7. Disclosure of information and transferring the data outside EU or ETA**

The information and data won't be given to others.

## **8. The principles of securing the registry**

When processing the registry, extreme caution is used and the data processed with information systems is protected with properly. When personal data is stored on servers, the physical and digital security is taken care of appropriately. The registry handler makes sure that the stored data, the access rights to servers and other personal data safety are handled confidentially and only by those employees whose job description requires them.

## **9. The right to access and right to correct personal data**

Every person in the personal data registry has a right to access and check their data, and to require correction of a possible invalid or partial data. If a person wishes to access the data or correct the data, the request needs to be send to registrar in writing. The registrar can ask the person to prove their identity. The registrar answers to client within the time set in EU GDPR clause (mainly within a month).

## **10. Other personal data related rights**

Every person in the personal data registry has a right to remove all data related to him or her (“right to be forgotten”) when the agreement with registrar and the registered user is ended. The registered user also has EU data protection law defined rights, e. g, the right to ask for certain data to be restricted or restrained. The requests for these actions needs to be send in written directly to the registrar. The registrar can ask the person to prove their identity. The registrar answers to client within the time set in EU GDPR clause (mainly within a month).