

SKILLGROWER - PRIVACY POLICY

1. For what purposes is your personal data used and what is the legal basis for the processing?

Your personal information will only be processed for pre-defined purposes, which are:

1. providing the Skillgrower.com service.
2. Enabling communication and interaction between Skillgrower.com users and maintenance.
3. Sending e-mail notifications if you have subscribed to notifications by e-mail.
4. Skillgrower.com service failure and troubleshooting.
5. Abuse Clearing
6. the License Management
7. the legal basis for Processing is the Data Protection Regulation Article 6, point 1
 - data subject has given consent to the processing of personal data for one or more special purpose
 - processing is necessary for the performance of a contract to which the data subject is party or in order to take measures to conclusion of the contract prior to the request.

1.1 What personal information do we process?

skillgrower.com processes personal information obtained from you when you register for and use skillgrower.com. Personal information refers to the following information:

- Password
- Grade
- Email Address
- Name
- Institution

Please note that your password is personal and should not be shared. You should keep your own contact information up to date and you can update it on the service. Required personal information on Skillgrower.com is only your email and password. Lack of other information may make it difficult to use the skillgrower.com service, but will not prevent it. In addition to these, you can add your own content to Skillgrower.com. You define the publicity of the content you produce yourself in your own profile and when publishing learning material. Content generated in your profile is personal and will not be visible to other users of the skillgrower.com service

unless you publish the content yourself to other users of the skillgrower.com service or users of the public Internet.

1.2 Who has access to your personal information?

Your personal information on Skillgrower.com's profile will be accessed by those responsible for maintaining the service.

Outsourcing the processing of personal data The processing of

personal data has not been outsourced.

Disclosure of Personal Information

Skillgrower.com does not sell or rent your personal information to third parties. Personal data may be disclosed to a third party only on the basis of consent we collect from you. Such a case may be, for example .:

- Your study material requires the identification and / or registration, third-party service or authentication takes place through them (eg. The service learning material producer).

1.3 Is your personal data transferred outside the EU / EEA and how is the transfer protected?

Skillgrower.com currently uses Heroku AWS (Amazon Web Services) servers located in Europe. Otherwise, Skillgrower will not transfer your personal information outside the EU / EEA area.

1.4 How long is your personal data processed and archived?

Your personal information will be processed and stored for as long as you wish to use the Skillgrower.com service. If you decide to stop using Skillgrower.com, your personal information will be deleted at your request.

1.5 Withdrawal of consent

You have the right to withdraw your consent to the processing of personal data at any time. Withdrawal of consent is easy and you can withdraw consent by emailing info@skillgrower.com. Once your consent has been revoked, you will no longer be able to log in to Skillgrower.com. Withdrawal of consent shall not affect processing operations performed prior to withdrawal of consent.

1.6 Use of cookies on Skillgrower.com

A cookie is a small text file that a browser stores on a terminal device (eg your phone, tablet or computer). The Skillgrower.com service may use the so-called functional cookies used to identify the user logged in to Skillgrower.com. There are two types of cookies: a

- session cookie, which is deleted when you log out of the skillgrower.com service or when you close the browser program from your terminal.
- persistent cookies, which are stored for two weeks if you have not logged in to the skillgrower.com service for a period of two weeks. Persistent cookies are not stored on your terminal without your permission.

You can block the use of cookies on Skillgrower.com, but in that case you can only browse public Skillgrower.com pages.

2. What rights do you have when registered?

You have the following rights when you are registered:

a) The right to access your data

You have the right to receive confirmation that your personal data is being processed and, if your personal data is being processed, the right to access your personal data.

b) Right to have incorrect information corrected

You have the right to edit incorrect or inaccurate personal information at Skillgrower.com. By logging in to Skillgrower.com, you can edit your personal information in your profile.

c) The right to delete data, ie the “right to be forgotten”

You can stop using the Skillgrower.com service at any time. By contacting info@skillgrower.com by email, your ID will be removed from Skillgrower.com. Before deleting your account, your identity will be verified. Upon deleting your account, all content you provide to Skillgrower.com will be deleted.

(d) The right to restrict processing can only arise in exceptional cases.

e) Right to have data transferred from one system to another

You have the right to have your personal data transferred in machine-readable form in order to transfer it from one system to another. The operation is performed automatically and you receive your personal information in one file.

f) Right to be informed of a breach of security

You have the right to be informed without undue delay of a breach of security of your personal data if it is likely to pose a high risk to your rights and freedoms.

g) You have the right to refer a data protection matter to the Data Protection Officer if you believe that the processing of your personal data violates the relevant legislation.

If you have any questions about your rights, you can be the data protection officer or the registry contact person.

2.1 How can you exercise your rights?

If you have any questions about your rights, you can be the data protection officer or the registry contact person. Contact information can be found in section 4. Skillgrower Oy will provide you with information on the measures it has taken with regard to your rights described above without undue delay and no later than within one month of receiving the request. If necessary, the time limit may be extended by a maximum of two months, taking into account the complexity and number of requests. You will be notified of any such extension within one month of receiving the request and the reasons for the delay. If you have made the request electronically, the information will be provided electronically where possible. If Skillgrower Oy does not take action on your request, you will be notified immediately or at the latest within one month of receiving the request of the reason and will be informed of the possibility to lodge a complaint with the supervisory authority and the possibility of using other legal remedies. Among other things, in a situation where the requests are manifestly unfounded or unreasonable, especially if they are made repeatedly, Skillgrower Oy may refuse to perform the requested action.

3. General description of technical and organizational safeguards

The controller shall take appropriate technical and organizational measures to protect personal data against unauthorized or illegal processing and against damage to or loss of personal data. Personal information entered into the Skillgrower.com service is protected by technical and administrative means against unauthorized access, disclosure, destruction or other unauthorized processing. These means include e.g. protection of communications by firewalls, use of encryption technologies, protection, security and access control of computer rooms and equipment rooms, controlled granting of access rights, and instruction and training of personnel involved in the processing of personal data.

4. Contact information

Registrar:

Skillgrower Oy acts as the registrar of the Skillgrower.com service.

Contact information for the responsible unit: The

Skillgrower.com service is available at: <https://www.skillgrower.com>

For more information about the Skillgrower.com service, please email.

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