

Privacy Policy

Our contact details

Name: Robert Cummins

Address: 19 Windsor Place, Edinburgh EH15 2AJ

Phone Number: 07740164995

E-mail: enquire@sodak.co.uk

Websites www.sodak.co.uk, www.courses.sodak.co.uk, www.courses.hpcway.com

App: Sodak At-Risk, Google Play and Apple Store

What Personal Data We Collect

We currently collect and process the following information:

- Personal identifiers, contact information (for example, name and contact email, not phone number)
- Company or Employer Name, Position
- Website and Mailing list user statistics
- Reviews and answers to course questions which may indicate personal views opinions of the user.
- IP Address and browser user agent string to help spam detection.

How We Collect Your Personal Data

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enquire or engage our services.
- When visiting our website, making a comment, making a purchase or submitting a form.
- Signing up to our mailing list.
- Enrolling on our courses or programmes.

- Registering and logging in to the At-Risk app.

We also receive personal information indirectly, from the following sources in the following scenarios:

- From your employer when you are enrolled on a course or programme

Why We Collect Your Personal Data

We use the information that you have given us in order to answer enquiries about our services, provide you with a product or service, market our products and services.

We may share this information with employers (attendance and progress on courses) and subcontractors who deliver our services.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting enquire@sodak.co.uk
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (f) We have a legitimate interest.

Other data

Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Mailing List

By subscribing to our mailing list to consent to receive marketing and resources from Sodak Ltd. We strive not to bother you with irrelevant content, and you can unsubscribe at any time using the links on the emails or contacting enquire@sodak.co.uk. We use Mailchimp as our marketing platform. By signing up via a form on our website, you acknowledge that your information will be transferred to Mailchimp for processing. Learn more about Mailchimp's privacy practices [here](#).

Contact forms and resource downloads

If you complete a contact form or download request form you consent for us to contact, you to fulfil your request or enquiry.

Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

How we store your personal information

Your information is securely stored and only shared with third-parties in order to provide you with the service you have requested or we are contractually obliged to provide.

We keep Personal Data for the duration of our contractual relationship, until it is no longer required by us to hold the data, or until you or your employer requests the deletion of your data. We will then dispose your information by deleting data from our servers. Hard copies of attendance records are destroyed once the data is verified with online systems.

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Your data protection rights

- Under data protection law, you have rights including:
- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at enquire@sodak.co.uk, if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at enquire@sodak.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>