



Skilljoy GDPR Compliance

# Privacy Policy

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## 0 Document Control

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### 0.1 Reviews

Version	Date	Comment
1.0	22 <sup>nd</sup> May 2018	Draft
1.1	6 <sup>th</sup> July 2020	Revision, incl. Coaching Service Specifics
1.2		

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### 0.2 Document Scope

This document outlines the data privacy policy of Skilljoy Ltd. in accordance with GDPR.

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## 2 Privacy Policy Details

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### 2.1 Type of Information Collected

We collect and store website visitors' email addresses, names and other information if it is provided voluntarily when contacting us for information through our website or when subscribing to online content, such as the blog or file sharing.

We also collect and store other information which is provided in any other way:

- The visitors' internet protocol addresses (IP address) used to connect a computer to the internet
- Information about the website visit to tracking activities on our web site via cookies

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### 2.2 Use of Information Collected

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#### 2.2.1 Personal Information

- We use any contact information (email or telephone number) to get in touch only if the visitor requested this through the contact form on our web site. In addition, we only store this information if a business relationship develops following the initial contact, otherwise it is deleted during routine maintenance
- We operate no marketing activities utilising the personal information gathered. Specifically, there are no mail shots and visitors will only receive messages or emails on request
- We are not passing on any personal or any other information to any third party unless requested to do so by the individual or company concerned

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#### 2.2.2 Business Related Information

- In the course of a business engagement data and information will usually be exchanged between the client and Skilljoy Ltd.
- Such data is held on our server behind a firewall and on Microsoft Cloud storage (OneDrive). For Microsoft specific policies follow this [link](#).
- Upon conclusion of the engagement such data will be archived for 1 year unless the client requests otherwise and subsequently removed from our data store (on-site and cloud) using an appropriate shredding mechanism.
- Executive Coaching / Mentoring engagements often require the coach to write detailed notes about client sessions to track progress, reflect, and plan ahead. These notes are absolutely confidential between the Coach/Mentor and the client. At the end of the engagement they will be handed to the client as a matter of course and removed from all Skilljoy systems using an appropriate shredding application.

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### 2.2.3 Other Information

- We are tracking web site traffic and the way visitors navigate to and through our website to help us streamline the information provided to potential customers

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## 2.3 Storage of Information

Our company web site is hosted on Wix.com. Wix.com provides us with the online platform that allows us to sell and promote our products and services to clients. Website visitors' data may be stored through Wix.com's data storage, databases and the general Wix.com applications. Wix holds data on secure servers behind a firewall.

For more information on how Wix handles our site visitors' data see here: [Wix's Privacy Policy](#).

Visitors' contact details (email address, name, telephone number) and any other relevant information exchanged during a business transaction is stored on our secure, company computers behind a firewall.

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## 2.4 Withdrawing Consent

Upon written request we will delete all personal data and/or all business transaction related information held in our system immediately using an appropriate shredding mechanism.

Please email [MichaelCurth@Skilljoy.co.uk](mailto:MichaelCurth@Skilljoy.co.uk) with such requests.

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## 2.5 Privacy Policy Updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

## 3 Appendix

### 3.1 Cookies on our Website

Cookies are implemented in every site built by Wix including our website [www.skilljoy.co.uk](http://www.skilljoy.co.uk). Take a look at the table below to view which cookies Wix implements on its sites:

Cookie name	Life span	Purpose
svSession	Permanent	Creates activities and BI
hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nibi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members