

CPD Cloud © Clinical Skills Log Privacy Statement and Cookies

For all of our valued members of the CPD Cloud © Clinical Skills Log, we do our best to protect and respect your personal data. Within this privacy statement, we outline how we collect that data, why we use it and how we keep it safe.

Who are we?

The Clinical Skills Log is a trading division of CPD Cloud Ltd, EU trademarked and registered company in England No. 08985583. Our office is Business First, Liverpool Road, Burnley, Lancashire, England, BB12 6HH. For general queries, contact support@cpdme.com. For queries in relation to data protection, email dataprotection@cpdme.com.

How do we collect your information?

We obtain information about you when you make contact with us. This happens when you:

1. Register as a new user via our website, iOS mobile app and Android mobile app;
2. Attend an event or a conference that we are supporting;
3. Send through a support ticket;
4. Subscribe to our Clinical Skills Log newsletter or contact form via our website.

What types of information do we hold?

The minimum information we collect from you is your name, email address and experience level. We may also collect additional information about you that are specific to the clinical skills you have used on a particular date.

Our system provides you with the ability to capture skills used during a shift, which will enable you to demonstrate the use of various clinical skill types as part of your profession. In capturing your clinical skills, no person identifiable information is captured. This information is stored securely within your profile.

Events, Conferences and Newsletters

In attending one of our events or conferences, you will have the option to sign-up to our newsletter. This will keep you informed of upcoming changes to the solution including new features and promotions.

We will only store your information on our contacts database if you choose to sign-up to our newsletter. Once signed up, you will be able to unsubscribe at any time.

Why do we collect your information?

We only use your information in accordance with the law. This gives us various powers to use your data. These are effectively the reasons for our processing and are:

- To perform or take steps to enter a contract with you.
- For the purposes of our legitimate interests. This includes being able to send you marketing.
- Compliance with a legal obligation.
- If you consent for us to do so.

Collecting and using your data will mean we are able to manage your membership, process any requests you have made and to provide you with relevant and topical information. For example, changes to our services. It will enable us to ask for your views on our services and matters relating to your Clinical Skills Log.

Data protection applies to personal data held about individuals. It does not always cover 'business to business' contacts or information. However, we will also do our best to secure and protect the contact details of our corporate contacts.

Who has access to your information?

Staff of CPD Cloud will have controlled access to your information to enable us to provide you with services and support. Volunteers of CPD Cloud will not receive access to your personal information without your consent or, very occasionally, in defined circumstances under the direct supervision of CPD Cloud staff.

We will not sell or rent your information to third parties. We will not share your information with third parties for them to market to you. We may pass your information to our third-party service providers, subcontractors and other associated organisations to provide services on our behalf (for example, to send you certificates). However, when we use third parties, we disclose only the personal information that is necessary to deliver the service and we require them to keep your information secure and not to use it for their own direct marketing purposes.

Your choices

You have a choice about whether and how you wish to receive information from us. You will be asked to make your preferences clear when we collect your information. For most users, this will be when they register online. Your preferences can be updated at any point [here](#). You may also choose to turn off your email notifications when you complete a shift or enter a new skill.

The accuracy of your information is important to us. Please do regularly check and update your information in your account settings.

You have various legal rights over your information which we will always respect. Further detail is available from the Information Commissioner. www.ico.org.uk

How do we protect your data?

Security is our top priority and we take several steps to protect your data. We provide a system with high-levels of security, which is designed, maintained and updated by a dedicated team of IT professionals. We use only **https** forms and data retrieval servers. You can check our site safety by clicking here - [click here](#).

All staff receive data protection training and our premises are secured. We have contracts with providers requiring them to protect your information in line with industry standards. If we transfer your data outside of the EU we will ensure that extra checks are in place.

In relation to data recovery, each entry you send through the Clinical Skills Log via the mobile app or website are backed up by our local server. This ensures that we never lose any of your entries.

Use of 'cookies' and automated decision making

Like most websites, the Clinical Skills Log uses 'cookies'. Cookies are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. Cookies make it possible for your browser to remember your setting and preferences. Cookies also collect statistical data about your browsing and do not identify you as an individual. This helps us to improve our website and deliver a more personalised service for you. We do not use your data for external marketing, or third-party sales generation purposes. It is possible to switch off cookies in your browser preferences.

We do not have systems that use your information for automated decision making.

Review of this statement

We keep this statement under review as part of our overall Data Protection Policy. It was last updated in May 2018.

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