

Relaxa UK Limited Privacy Policy & GDPR Compliance

We are very delighted that you have shown interest in our company. Data protection is of a particularly high priority for the management of Relaxa UK Limited. The use of the Internet pages of Relaxa UK Limited is possible without any indication of personal data. However, if you sign a contract to license the content of the health and safety software training and assessment portals of Relaxa UK Limited the processing of personal data is necessary.

Relaxa UK Limited fully endorses and adheres to the principles of data protection, as set out in the Data Protection Act 1998. Relaxa UK Limited is registered as a Data Controller with the Information Commissioners Office (ICO), as is required under the Data Protection Act 1998.

The processing of personal data, such as the name, e-mail address, department, division, location, line manager, country, site, desk number, telephone number, or other user specific information, of a data subject shall always be in line with the General Data Protection Regulation (GDPR), and in accordance with the country-specific data protection regulations applicable to Relaxa UK Limited. By means of this data protection declaration, our company would like to inform our customers and users of our health and safety software systems, of the nature, scope, and purpose of the personal data we collect, use and process. Furthermore, data subjects are informed, by means of this data protection declaration, of the rights to which they are entitled.

As the controller, Relaxa UK Limited has implemented numerous technical and organisational measures to ensure the most complete protection of personal data processed through this website, and all our web-site domains and health and safety software systems.

1. Definitions

The data protection declaration of Relaxa UK Limited is based on the terms used by the European legislator for the adoption of the General Data Protection Regulation (GDPR). Our data protection declaration should be legible and understandable for the general public, as well as our customers and business partners. To ensure this, we would like to first explain the terminology used.

In this data protection declaration, we use, inter alia, the following terms:

a) Personal data

Personal data means any information relating to an identified or identifiable natural person ("data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

b) Data subject

Data subject is any identified or identifiable natural person, whose personal data is processed by the controller responsible for the processing.

c) Processing

Processing is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use,

disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

d) Restriction of processing

Restriction of processing is the marking of stored personal data with the aim of limiting their processing in the future.

e) Profiling

Profiling means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

f) Pseudonymisation

Pseudonymisation is the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.

g) Controller or controller responsible for the processing

Controller or controller responsible for the processing is the natural or legal person which, alone or jointly with others, determines the purposes and means of the processing of personal data.

h) Processor

Processor is a natural or legal person which processes personal data on behalf of the controller.

i) Recipient

Recipient is a natural or legal person to which the personal data are disclosed, whether a third party or not.

j) Third party

Third party is a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

k) Consent

Consent of the data subject is any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

2. Name and Address of the controller and its websites

Controller for the purposes of the General Data Protection Regulation (GDPR), other data protection laws applicable in Member states of the European Union and other provisions related to data protection is:

Relaxa UK Limited has its registered office address at:

Relaxa UK Limited
Devonshire House
Borehamwood
WD6 1QQ
United Kingdom
Phone: 020 3303 0980
Email: info@relaxa.co.uk

Registered in England No. 4530501.
Relaxa UK Limited VAT number : 813 8993 93

Relaxa UK Limited operate the following websites:

www.v2.dseworkstation.co.uk
www.dseworkstation.co.uk
www.assessandlearn.com
www.posturegroup.co.uk
www.relaxa.co.uk
www.safetyviatechnology.co.uk
www.workstationassessments.co.uk
www.covid19stafftraining.com
www.covid-19stafftraining.com

3. Cookies

The websites and health and safety software training and assessment portals of Relaxa UK Limited use cookies. Cookies are text files that are stored in a computer system via an Internet browser.

Our websites uses cookies to distinguish you from other users of our websites and portals. This helps us to provide you with a good experience when you use the websites and health and safety software training and assessment portals of Relaxa UK Limited. By continuing to use this website or health and safety software portal, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer, if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

Strictly necessary cookies. These are cookies that are required for the operation of our websites and health and safety software training portals.

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies

(including essential cookies) you may not be able to access all or parts of our sites and health and safety portals.

Through the use of cookies, Relaxa UK Limited provides the users of our websites and health and safety software portals with access to our systems. Cookies allow us, as previously mentioned, to recognise our website and training portal users.

4. Collection of general data and information

The websites and health and safety software training portals of Relaxa UK Limited collect a series of general data and information when a data subject calls up the website or portal such as the name, email address, department, division, location, line manager, country, site, desk number, telephone number, or other user specific information.

When using this data and information, Relaxa UK Limited does not draw any conclusions about the data subject. Rather, this information is needed to deliver the content of our websites and portals correctly and delivers accurate management reporting information for our customers about the users of our websites and portals. Therefore, Relaxa UK Limited analyses collected data and information statistically, with the aim of increasing the data protection and data security of our company, and to ensure an optimal level of protection for the personal data we process.

5. Registration on our websites and health and safety training software systems

The data subject has the possibility to register on the websites of the controller with the indication of personal data. Which personal data are transmitted to the controller is determined by the respective input mask used for the registration. The personal data entered by the data subject are collected and stored by the controller.

By registering on the website of the controller, the IP address, date, and time of the registration are also stored. The storage of this data takes place against the background that this is the only way to prevent the misuse of our services. This data is not passed on to third parties at all.

The registration of the data subject, with the voluntary indication of personal data, is intended to enable the controller to offer the data subject the relevant contents or services that may only be offered to registered users due to the nature of the matter in question. Registered persons are free to change the personal data specified during the registration at any time, or to have them completely deleted from the data stock of the controller.

The data controller shall, at any time, provide information upon request to each data subject as to what personal data are stored about the data subject. In addition, the data controller shall correct or erase personal data at the request or indication of the data subject, insofar as there are no statutory storage obligations. A Data Protection Officer particularly designated in this data protection declaration, as well as the entirety of the controller's employees are available to the data subject in this respect as contact persons.

6. Routine erasure and blocking of personal data

The data controller shall process and store the personal data of the data subject only for the period necessary to achieve the purpose of storage, or as far as this is granted by the European legislator or other legislators in laws or regulations to which the controller is subject to.

If the storage purpose is not applicable, or if a storage period prescribed by the European legislator or another competent legislator expires, the personal data are routinely blocked or erased in accordance with legal requirements.

7. Rights of the data subject

a) Right of confirmation

Each data subject shall have the right granted by the European legislator to obtain from the controller the confirmation as to whether or not personal data concerning him or her are being processed. If a data subject wishes to avail himself of this right of confirmation, he or she may, at any time, contact our Data Protection Officer or another employee of the controller.

b) Right of access

Each data subject shall have the right granted by the European legislator to obtain from the controller free information about his or her personal data stored at any time and a copy of this information. Furthermore, the European directives and regulations grant the data subject access to the following information:

the purposes of the processing;

the categories of personal data concerned;

the recipients or categories of recipients to whom the personal data have been or will be disclosed;

where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;

the existence of the right to request from the controller rectification or erasure of personal data, or restriction of processing of personal data concerning the data subject, or to object to such processing;

the existence of the right to lodge a complaint with a supervisory authority;

where the personal data are not collected from the data subject, any available information as to their source;

the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) of the GDPR and, at least in those cases, meaningful information about the logic involved, as well as the significance and envisaged consequences of such processing for the data subject.

Furthermore, the data subject shall have a right to obtain information as to whether personal data are transferred to a third country or to an international organisation. Where this is the case, the data subject shall have the right to be informed of the appropriate safeguards relating to the transfer.

If a data subject wishes to avail himself of this right of access, he or she may at any time contact our Data Protection Officer or another employee of the controller.

c) Right to rectification

Each data subject shall have the right granted by the European legislator to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her.

If a data subject wishes to exercise this right to rectification, he or she may, at any time, contact our Data Protection Officer or another employee of the controller.

d) Right to erasure (Right to be forgotten)

Each data subject shall have the right granted by the European legislator to obtain from the controller the erasure of personal data concerning him or her without undue delay, and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies, as long as the processing is not necessary:

The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.

The data subject withdraws consent to which the processing is based according to point (a) of Article 6(1) of the GDPR, or point (a) of Article 9(2) of the GDPR, and where there is no other legal ground for the processing.

The data subject objects to the processing pursuant to Article 21(1) of the GDPR and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2) of the GDPR.

The personal data have been unlawfully processed.

The personal data must be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

The personal data have been collected in relation to the offer of information society services referred to in Article 8(1) of the GDPR.

If one of the aforementioned reasons applies, and a data subject wishes to request the erasure of personal data stored by the Relaxa UK Limited, he or she may at any time contact our Data Protection Officer or another employee of the controller. The Data Protection Officer of Relaxa UK Limited or another employee shall promptly ensure that the erasure request is complied with immediately.

e) Right of restriction of processing

Each data subject shall have the right granted by the European legislator to obtain from the controller restriction of processing where one of the following applies:

The accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data.

The processing is unlawful and the data subject opposes the erasure of the personal data and requests instead the restriction of their use instead.

The controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims.

The data subject has objected to processing pursuant to Article 21(1) of the GDPR pending the verification whether the legitimate grounds of the controller override those of the data subject.

If one of the aforementioned conditions is met, and a data subject wishes to request the restriction of the processing of personal data stored by the Relaxa UK Limited, he or she may at any time contact our Data Protection Officer or another employee of the controller. The Data Protection Officer of Relaxa UK Limited or another employee will arrange the restriction of the processing.

f) Right to data portability

Each data subject shall have the right granted by the European legislator, to receive the personal data concerning him or her, which was provided to a controller, in a structured, commonly used and machine-readable format. He or she shall have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, as long as the processing is based on consent pursuant to point (a) of Article 6(1) of the GDPR or point (a) of Article 9(2) of the GDPR, or on a contract

pursuant to point (b) of Article 6(1) of the GDPR, and the processing is carried out by automated means, as long as the processing is not necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Furthermore, in exercising his or her right to data portability pursuant to Article 20(1) of the GDPR, the data subject shall have the right to have personal data transmitted directly from one controller to another, where technically feasible and when doing so does not adversely affect the rights and freedoms of others.

In order to assert the right to data portability, the data subject may at any time contact the Data Protection Officer designated by Relaxa UK Limited or another employee.

g) Right to object

Each data subject shall have the right granted by the European legislator to object, on grounds relating to his or her particular situation, at any time, to processing of personal data concerning him or her, which is based on point (e) or (f) of Article 6(1) of the GDPR. This also applies to profiling based on these provisions.

Relaxa UK Limited shall no longer process the personal data in the event of the objection.

In order to exercise the right to object, the data subject may directly contact the Data Protection Officer of Relaxa UK Limited or another employee. In addition, the data subject is free in the context of the use of information society services, and notwithstanding Directive 2002/58/EC, to use his or her right to object by automated means using technical specifications.

i) Right to withdraw data protection consent

Each data subject shall have the right granted by the European legislator to withdraw his or her consent to processing of his or her personal data at any time.

If the data subject wishes to exercise the right to withdraw the consent, he or she may at any time directly contact our Data Protection Officer of Relaxa UK Limited or another employee of the controller.

8. Legal basis for the processing

Art. 6(1) lit. a GDPR serves as the legal basis for processing operations for which we obtain consent for a specific processing purpose. The processing of personal data is necessary for the performance of a contract for our health and safety training software portals to which the data subject is party.

9. Period for which the personal data will be stored

The criteria used to determine the period of storage of personal data is the respective statutory retention period. After expiration of that period, the corresponding data is routinely deleted, as long as it is no longer necessary for the fulfilment of the contract or the initiation of a contract. Please see the Relaxa UK Limited data retention and purge policy for more information.

10. Existence of automated decision-making

As a responsible company, we do not use automatic decision-making or profiling.

11. Changes to our privacy policy and GDPR compliance

If we make any material changes to our privacy policy or GDPR compliance, we will inform our customers by emailing a notice of any changes and availability of the new version with a link to the new version on our web-site for download.

12. Making contact with the data controller at Relaxa UK Limited

If you have any questions or enquiries regarding our privacy policy or GDPR compliance please contact the data controller at Relaxa UK Limited via email at the email address below:

data.controller@relaxa.co.uk