Third Party Data Processors

THIRD PARTY	WHY DO WE SHARE YOUR PERSONAL DATA WITH THEM?	HOW IS YOU PERSONAL DATA USED AND WHY?
Microsoft Sharepoint Online	We use Microsoft Sharepoint as a structured, access controlled central repository for documents and other content.	Your personal data, consisting of assessments and training records, will be retained for the purposes of administering the Programme. We will also use the data to perform analysis to understand the effectiveness of the program and to help us identify improvements.
Microsoft Skype for Business	We use Microsoft Skype for business to set up and run audio and audio visual conference calls and also as our landline telephone system.	Your personal data will be used to facilitate entry into and attendance at conference calls and to enable analysis of call quality. If you are invited to attend a Skype for Business meeting your email address will be included in the meeting invitation. We will retain data about the meeting invite and attendance.
Microsoft Exchange Online	We use Microsoft Exchange Online as our central email management system.	Your personal data may be included in emails to administer the Programme (regarding the assessment and training elements) and to provide information to your employer about the assessments we conduct.
Zoom Inc.	We use Zoom to set up and run audio and audio visual conference calls .	Your personal data will be used to facilitate entry into and attendance at conference calls and to enable analysis of call quality. If you are invited to attend a Zoom meeting your email address will be included in the meeting invitation. We will retain data about the meeting invite and attendance.