Magnet JQS

Privacy Policy

Content

1 Introduction

This document describes how Offshore Qualific ("we") handle your personal data, within the Magnet JQS Service (hereafter called "Magnet JQS") about you as a User of the Service. Privacy principles common to all Offshore Qualific's Services, which therefore also applies to this Service, are described in the General Privacy Policy available at www.offshorequalific.no/privacy.

We will mainly process your personal data as a processor according to the data processor agreement we have in place with your company set out in the General terms, acting as the data controller.

2 Which personal data do we collect?

Account information

As a User of Magnet JQS, you will have a Magnet JQS user account containing following information about you:

– Name

– Organisation (employer)

– Email

– Mobile number

– Office phone number

– Account status

Data collected when you use Magnet JQS

Magnet JQS is a compliance service where integrity of the information within the Service is important. The system will store certain user activity information, such as by whom and when objects (documents, folders etc) were created, updated, moved, deleted, downloaded, and distributed.

Group and role membership information

Administrative users in your organization will manage your access to the Service. Such assignments and changes to your roles and access groups are stored. This is due to strict requirements that the Service shall support transparency about who can access what, including history.

Data you provide us directly

When you communicate with us, contact our customer support teams or respond to a survey, you will provide information to us.

3 How do we process your personal data?

The personal data collected as described in previous section is processed as follows:

To provide you support and guidance, including to:

– Providing you efficient support via service desks.

– Help diagnose problems reported by you to the service desk.

– Inform you about possible combability issues with the browser you use.

– Improve your web experience.

– Sending you important information, e.g. in case of service unavailability.

Manage security in the Service by

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– Verifying your identity using the Authentication Service as part of the log-in process (see our General Privacy Policy).

– Monitor your log-in activities and account modifications to help you detect and prevent fraud and abuse of the Service.

Service improvement

– Aggregation to analyse and improve the performance of the Service, but where data is then anonymized.

For our and User organisation's legitimate interests, including to:

– Comply with requirements between Offshore Qualific and your company as available on www.offshorequalific.no/terms.

Allow other Users of the Service to interact with you

As a User of Magnet JQS you will be able to see contact details for other User organisations in Magnet JQS.

4   Do we share your personal data?

Except as described in the Agreement or in this Privacy Policy, personal data will not be transferred or provided to any third parties.

5   Transfer of personal data to third countries

Except as described in the Agreement or in this Privacy Policy, personal data will not be transferred or accessed from outside the European Economic Area (EEA).

6   Do we retain your personal data?

When you no longer have a need or legal right to have a user account, the user account is closed by an User Administrator. User activity information and account information will be retained due to integrity requirements in Magnet JQS.

7   Subcontractors

Below the list of Contractors which conduct processing of personal data on behalf of Offshore Qualific as part of delivery of the Service:

Name	Tasks/deliverables	Within EEA (Y/N)	Basis for transfer (N/A, SCC, AD)[1]
Tietoevery Norway AS	• Application Management • Application Development	Y	N/A
TietoEvry Connect AS	• 1st line user support	Y	N/A
Infopulse Ukraine LLC	• Application Development • 2nd and 3rd line support	N	SCC
Bransjeforeningen Offshore Norge	• Authentication service (Hello) • Hosting • IT Security	Y	N/A

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[1] N/A = Not applicable, SCC = Standard Contractual Clauses, AD = Adequacy Decision