



OFFSHORE  
QUALIFIC

**The Competence Hub  
Privacy Policy**

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## 1 Introduction

This document describes how Offshore Qualific manages your personal data as you as User of The Competence Hub Service (hereafter called "The Competence Hub"). Described in Offshore Qualific's General Privacy Policy ([www.offshorequalific.no/privacy](http://www.offshorequalific.no/privacy)) their Privacy principles also applies for The Competence Hub.

Offshore Qualific will process your personal data 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?

### Profile information

As a user of The Competence Hub, you will have an application profile that will contain the following information about you:

- Email
- Full Name
- Date of birth
- Phone number
- Employer
- Course and certification completions
- Competence role
- Offshore travel ID and travel data

### Data collected when you use The Competence Hub

To help safeguard the integrity of data, uploaded to the Service, certain user activity may be recorded. This can include log-in activity and other relevant interactions necessary to support security, transparency, and compliance.

### Technical information about your device and internet connection

The Competence Hub use server logs and other tools to record technical information about your device, connection to our Services and cross-device usage. This information typically includes operating systems, web browser versions, IP addresses and session-based authentication cookies, and unique identifiers.

### Cookies and other technologies that store data locally on your device

Different technologies will be used to recognize you as a User and provide seamless access.

### Group and role membership information

This information is used to verify your identity and determine access rights as part of the log-in process.

### Data you provide us directly

This includes information you share when you communicate with us, contact our customer support teams, or respond to surveys.

## 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 compatibility 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:**

- Verifying your identity as part of the log-in process.
- 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](http://www.offshorequalific.no/terms).

## 4 Do we share your personal data?

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

## 5 Transfer of personal data to third countries

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

## 6 Do we retain your personal data?

When you no longer have a need or legal right to have a user account in the Service, it will be inactivated.

## 7 Subcontractors

Below the list of subcontractors 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, DPF, AD) <sup>1</sup>
Vivicta AS	<ul style="list-style-type: none"><li>• 1st line support towards User organizations</li></ul>	Y	
Hula Partners LLC	<ul style="list-style-type: none"><li>• Software as a Service Provider for The Competence Hub platform</li></ul>	N	SCC
Microsoft Corporation	<ul style="list-style-type: none"><li>• Infrastructure provider</li></ul>	N	DPF

<sup>1</sup> N/A = Not applicable, SCC = Standard Contractual Clauses, DPF = Data Privacy Framework AD = Adequacy Decision