

Privacy Policy

Choose Safety Programme

Online Registrations and Distributions Process

Who We Are

The Health and Safety Authority (HSA) has overall responsibility for the promotion and enforcement of safety and health at work and the safe use of chemicals. It also provides the national accreditation service. We are also the national centre for information to employers, employees and self-employed on workplace health and safety and the safe use of chemicals.

The HSA also promotes education, training and research in the field of safety, health and chemicals.

The security of your data is a priority for the HSA and we are committed to respecting your privacy rights. We will handle your data fairly and legally at all times. We will also be transparent about what data we collect about you and how we use it. You can view the main HSA Privacy Policy on www.hsa.ie. We are registered with the Data Protection Commissioner and our in-house Data Protection Officer can be contacted at dpo@hsa.ie

This Privacy Policy applies specifically to the Authority's Choose Safety Programme in particular the Registration form. It also applies to the ordering and distribution process when a Choose Safety Coordinator or Programme administrator places an order for quantities of the Choose Safety publications.

The Policy provides information about:

- what personal data we collect from you,
- how we use your data,
- who we share your data with,
- how long we hold onto your data for,
- how we ensure your privacy is maintained, and
- your legal rights relating to your personal data.

What personal data we collect from you

We collect the following data from you on the **Choose Safety Registration form**:

- Name of School / Further Education Centre.
- School / Centre Roll No.

- School / Further Education Centre Address.
- Teacher / Tutor Name.
- Contact email.
- Contact No.
- Class / Year or Course resource to be used with.
- Language – English / Gaeilge.

If you are using another individual's email address or contact information, please ensure you have consent to do this.

We will take action to delete any data that comes to our attention, which may have been logged without consent. A request to delete any information you have submitted can also be made by emailing educationunit@hsa.ie

Information on the type of personal data collected by the HSA website using cookies, the usage of google analytics and copyright statement is in the main HSA Privacy Policy on www.hsa.ie

How we use your data

All of the data collected via the Choose Safety registration form is necessary to ensure that your registration for the Programme is recorded. Your data is used to contact you about the Choose Safety Programme and to provide you with the necessary information to deliver the Programme successfully to your students. This includes accessing and downloading Choose Safety.

If you are a Choose Safety Coordinator or a person or organisation acting on behalf of the HSA for administering the Programme, any orders that you place for copies of the Choose Safety publications will require your data to be collected and processed on the 2Flow Distribution centre online system. By placing an order, you are consenting to this process. The data you provide is necessary to ensure that the quantity of publications you have ordered can be delivered to you.

Who we share your data with

The data you enter on the Choose Safety registration form will be submitted to Kilkenny Education Centre / your local Choose Safety coordinator in your local Education Centre. This action is necessary to provide you with access to support for the Choose Safety Programme, certificates, digital badges, or any other help with running the Programme in the year you register. A Data Processing Agreement is in place between the HSA and Kilkenny Education Centre. Your data is processed as directed by the HSA in line with our commitment to you regarding your privacy. Kilkenny Education Centre will also handle technical support queries in line with our Data Processing Agreement. If you wish to see the relevant section of the Agreement please email your request to educationunit@hsa.ie. In the HSA only nominated HSA staff with a business need have access to your personal data to provide you with the service you registered for.

Choose Safety publications orders and delivery

This section applies to Choose Safety Coordinators and administrators of the Choose Safety Programme.

Where orders are placed for quantities of the Choose Safety Teacher and Student books and associated resources your details will be logged with the 2Flow Distribution centre in Dublin. This is a third party storage and distribution centre used by the HSA for the purposes of storing and distributing Choose Safety publications. Your name, address and contact number will be logged on 2Flow's ordering system called MintSoft so that your order can be processed. Your details will be kept on this system for a short duration of no more than 3 months, and will then be deleted. This 3-month timeline is necessary to address any potential issues that could arise with the ordering and delivery process. By placing an order for the Choose Safety books, you are consenting to your data being used solely for receiving copies of them. Only 2Flow staff and nominated HSA staff will have access to the 2Flow Mintsoft system.

2Flow also have a Privacy Statement which can be accessed [here](#).

If you have a query about registering for the Choose Safety Programme, please email educationunit@hsa.ie

How long we hold onto your data for

We will retain the data you submit on the Choose Safety registration form for one year. After one year, your data will be deleted.

Where orders are placed for quantities of the Choose Safety publications, any data submitted to the 2Flow Distribution centre via MintSoft, will be deleted within 3 months.

How we ensure your privacy is maintained

We will take all steps we deem to be reasonably necessary to ensure that your personal data is treated securely and in accordance with this Privacy Statement.

While we take these steps to maintain the security of your data, you should be aware of the many data security risks that exist and take appropriate care to help safeguard your information. The nature of the internet is such that we cannot guarantee the security of the information you transmit to us electronically, and any transmission is at your own risk. We store information you provide to us on secure servers and deploy appropriate technical and organisational security measures in the storage and disclosure of your personal data to try to prevent unauthorised access or loss.

The [Choose Safety registration form](#) is hosted in a secure environment on www.hsa.ie

Your legal rights relating to your data

You have the following rights in relation to data collected on this site:

- The right to ask what personal data that we hold about you at any time.
- The right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you free of charge.
- The right to have any personal data about you deleted.

If you wish to exercise any of the above rights, please email your request to our data protection officer at dpo@hsa.ie

Modifications to this Privacy Policy

We will review this Privacy policy on an ongoing basis and will update it when necessary.