

# Privacy Policy

## Choose Safety Programme

### Registration 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](http://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](mailto:dpo@hsa.ie)

This Privacy Policy applies specifically to the Authority's Choose Safety Programme, in particular registering for the Programme. It also applies to the ordering and distribution process for the Choose Safety books – the Teacher textbook and Student workbook.

The Privacy Policy provides the following information:

- What personal data we collect from you.
- How we use your data.
- How we use your data (book orders).
- How long we hold onto your data for.
- How we ensure your privacy is maintained.
- Your legal rights relating to your personal data.

## What personal data we collect from you

We collect the following personal data from you when you register for the **Choose Safety Programme**:

- Name of school or education institution.
- Address (including Eircode) of school or education institution.
- Contact name and roll number.
- Contact email address.
- Contact phone number.
- Language – English / Gaeilge.

If you are using another individual's email address or contact details to register for the Programme, please make sure that 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](mailto: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](http://www.hsa.ie)

## How we use your data

All the data collected for the Choose Safety registration process is necessary to make sure that your registration for the Programme is recorded. Your data is used to provide you with the necessary information to deliver the Programme successfully to your students. This includes delivery of books to your school or educational institution. It also includes the provision of certificates to you on completion of the Programme or units of the Programme.

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.

## **How we use your data (book orders)**

When you place an order for copies of the Choose Safety books some of your details will be logged onto the 2Flow Distribution Centre online system. This is a third-party storage and distribution centre (based in Dublin) used by the HSA for the purposes of storing and distributing Choose Safety books. 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 the process of receiving copies of the books .** The data you provide is necessary to make sure that the quantity of books you have ordered can be delivered to you at your nominated address.

Only 2Flow staff and nominated HSA staff will have access to the 2Flow Mintsoft system. 2Flow's Privacy Statement can be accessed [here](#). If you have a query about registering for the Choose Safety Programme, please email [educationunit@hsa.ie](mailto:educationunit@hsa.ie).

## **How long do 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 books, 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 the 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.

## **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](mailto:dpo@hsa.ie)

## **Modifications to this Privacy Policy**

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