

Privacy Policy

This Policy details our commitment to protecting the privacy of individuals who use our Microsoft Teams App (as herein defined) ("Microsoft Teams App users"), who register to use our Services.

We are committed to protecting and respecting the privacy of all visitors and users of Kallidus applications, alongside the respective data owners.

In addition to us enabling the technical interaction within this product, your employer also has a policy of how they handle privacy and data. This could be published and available in your system (the system is provided by Kallidus and 'pairs' with this app). If it is not available in your system you can ask your employer or provider for more information on this.

Please read the following carefully to understand our policy and practices regarding your personal information and how we will treat it. We will use your personal information in accordance with this Privacy Policy and applicable current data protection laws.

This policy sets out the basis on which any personal information we collect from you, or that you provide to us, via this App will be treated by us. Please read the following carefully to understand our policy and practices regarding your personal information before using this Application. By using our App, you are accepting of this policy.

We are Kallidus Limited (registered in England & Wales with Company No: **03984404**).

Our registered office is at 5 Fleet Place, London, England EC4M 7RD, United Kingdom.

The person with responsibility for our data protection compliance is the Managing Director who is contactable via email at info@kallidus.com or by telephone on 01285 883900

We will act in respect of personal data to comply with the six principles of the General Data Protection Regulation ("GDPR"), which are:

- Lawfulness, fairness and transparency;
- Purpose limitation;
- Data minimisation;
- Accuracy;
- Storage limitation;
- Integrity and confidentiality.

If, at any point, you want to delete user content from the app then you can do this or you can contact Kallidus who can facilitate this.

What personal information do we collect?

Our App 'pairs' with HR systems provided by Kallidus Limited.

The app presents reminders to do learning which emanate from this system. As such, the only ID used in a conversation reference. The app does not collect or use personal identifiable information.

Cookies

The App does not create cookies of any kind. Microsoft Teams does use cached information for login sessions – these are utilised by this app. These contain no Personal Identifiable Information and expire when no longer required.

Uses of Analytics and Targeting Advertising Tools

We will use analytics tools within Microsoft Teams to track usage of our app. This contains no personal identifiable information.

Your rights

Under certain circumstances, you have the right by law to request:

- Access to your personal data. This enables you to ask to receive a copy of the personal data that we hold about you and to check that we are lawfully processing it.
- Correction of the personal data that hold about you.
- Erasure of your personal data.
- Object to processing of your personal data where we are relying on our legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Restriction of processing of your personal data.
- Transfer of your personal data to another party.

Changes to this statement

Kallidus will occasionally update this statement of privacy to reflect company and customer feedback and changing functionality of this app. Kallidus encourages you to periodically review this statement to be informed of how Kallidus is protecting your information.

Contact information

Kallidus welcomes your comments regarding this statement of privacy. If you believe that Kallidus has not adhered to this statement, please contact Kallidus at info@kallidus.com. We will use commercially reasonable efforts to promptly determine and remedy the problem.