

Innosis DC Team Accelerator Bot Privacy notice

Introduction

This privacy statement applies to the DC Team Accelerator Bot as deployed on Microsoft Teams.

The purpose of the DC Team Accelerator Bot is to engage users with the Designing Collaboration content.

We respect and value the privacy of your data. As such, the bot only collects the minimum amount of data to fulfil the purpose of boosting collaboration within organisations on Teams.

Who we are?

Innosis Limited
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andrew@innosis.eu

What information do we collect?

Through your use of the DC Team Accelerator Bot on Microsoft Teams we collect the following data:

- Name of user as recorded by Microsoft Teams
- Preferences selected as presented by the DC Team Accelerator Bot

How do we use personal information?

We only use collected information as follows:

- To assist in the advising of collaboration strategies
- To carry out surveys (anonymised unless otherwise requested)
- For research and development purposes using anonymised versions of the data

What legal basis do we have for processing your personal data?

By using the DC Team Accelerator Bot, you consent to us processing your personal data. If you wish to withdraw your consent, please contact us at andrew@innosis.eu

When do we share personal data?

We do not share any personal data with any third parties. We may share your personal data with the organisation that you work for or your Microsoft Teams account holder. Any such data will be treated confidentially.

Where do we store and process personal data?

Personal data is stored in accordance with the laws of the United Kingdom.

How do we secure personal data?

Personal data is stored within secure servers hosted by Microsoft, accessible only to the employees of Innosis. All data is password protected.

We only store individual names as collected by the DC Team Accelerator Bot. No contact details are collected or stored.

We conduct annual security reviews.

Third party contractors are required to sign non-disclosure agreements prior to accessing any information held by Innosis.

How long do we keep your personal data for?

Your data will be retained for no longer than one year unless it is part of a specific piece of work, whereby it will be retained for the duration of the contract.

All data will be permanently deleted at the end of this period.

Your rights in relation to personal data

You may request:

- access to personal information
- correction and deletion
- withdrawal of consent
- data portability
- restriction of processing and objection
- to lodge a complaint with the Information Commissioner's Office

You may not request access to data where personal data about another person may be exposed, unless authorised by law.

How to contact us?

You may contact us via the contact details presented in this Privacy Notice.