



eCom Scotland Privacy Policy 2018

DEFINITIONS

eCom Scotland Limited, a company founded in 1999, registered in Scotland at 18b Dickson Street, Dunfermline KY12 7SL, Fife, Scotland, and its subsidiary eCom USA Learning Solutions LLC, registered in 134 E. Clayton St, Athens, Georgia 3060, United States of America, Shall Be Referred To In This Agreement As “eCom”, “us” or “we”.

Our services , the eCom Website and the eNet Applications both OnDemand or Customised shall be referred to in this agreement as “The eNet Service”, the “service” or the “eNet website”. “you” means you individually, and if you are representing an organisation, it also includes the organisation that you represent. eNet Applications include eNetEnterprise®, eNetAssess™, eNetTMS™, eNetLearn®, eNetAuthor®, eNetBadges™ and eNetAssess360™

Acceptable Use Policy Agreement shall be referred to in “this agreement”, “agreement”, “service agreement” or the “eNet agreement”. “Enrolees” referred to in this agreement are any users of the application. Each User requires a user license to access the service via a unique email address and secure password. “Administrator” is a User who has been appointed by the company to manage their account, by creating users, defining and modifying roles.

1. ACCEPTANCE OF TERMS

Everyone who uses the eCom Website and / or Service – including trial versions– shall be bound by this Agreement. If you do not agree to the terms and conditions set forth, then you should not access the website or use the Service. By registering on the website or for using the service you are acknowledging you have read and understood and agree to be bound by this agreement.

2. PRIVACY

eCom consider privacy of data as a high priority, you always retain ownership of your content, data and information provided in context of the service, this is classed as “Client Data”. Unless explicitly permitted by you, eCom will not use, reproduce, adapt, modify, publish or distribute your Client Data for our commercial, marketing or any similar purpose. Nothing in these terms shall restrict our right to compile and use aggregated usage statistics, neither our right to disclose these aggregated statistics, as long as they do not describe or identify any individual user or client. You grant us a worldwide, royalty free, sub licensable, perpetual license to use any Client Data for the purposes of providing the service to you.

If you choose to complete one of our online forms, the personal information you provide will be used by eCom Scotland to enable us to answer your queries and to provide you with information about the services that are of interest to you.

You have the right under UK Data Protection legislation, on payment of a fee, to receive a copy of the personal data which we hold about you if you apply to us in writing. If you at any time choose to provide us with your personal details and subsequently decide that you would like to have this information corrected or removed from any of our direct marketing or promotional databases, please contact our Marketing Manager at info@ecomscotland.com.

Any data received from you and processed by the service, you will remain the data controller as identified in the Data Protection Act, 1992. eCom as a Data Processor will act on your behalf and will only process personal data as per your instructions and only for the purposes of this agreement in providing the services. By accepting this agreement you are giving eCom instruction to process data on your behalf. eCom will secure the personal data and will not disclose any personal data to any third party without your prior signed approval, except in the case where personal data needs to be disclosed to a competent public authority to comply with legal obligations in case of suspected crime, where we will immediately notify you of the requirement. We will respect and maintain the confidentiality and security of such personal data. All data will be held in the UK, EU or Canada where the same legislation applies.

We will promptly inform you, if we detect or reasonably suspect that a data security incident has occurred which involves but not limited to unauthorised disclosure, unauthorised access, misuse, loss, theft or accidental or unlawful destruction of personal data we process on your behalf. In case of such an incident we will take adequate remedial measure as soon as possible. We will fully cooperate with you to develop and execute a response plan to address the data security incident. We will cooperate with you to resolve within a reasonable period of time any requests from individuals to exercise their data subject rights as foreseen by the applicable law, including but not limited to requests to correct, delete or block their personal data.

Use of Cookies

eCom website and eNet Applications use cookies to support users to retain logins and passwords. We also use cookies to help us to improve the performance of our website to provide you with a better user experience. All information collected by Cookies is classed as private information and is subject to the terms in this privacy policy.

Please refer to our [cookie policy](#).

Acceptable Use

All access to using data on eCom's websites and applications are subject to our Acceptable Use Policy (AUP), and any users providing and managing data to our services are deemed to accept this [AUP policy](#).

3. DATA SECURITY

In consideration of your use of the Service, you agree to: (i) provide true, accurate, current and complete information about yourself and/or your organisation, and (ii) maintain and promptly update during the term of this Agreement your personal/organisational information to keep it true, accurate, current and complete. If eCom has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, you agree that eCom may suspend and/or terminate your or your organisation's account. Upon completion of the registration process, we will send an automatically generated password to the email address you provided. You are responsible for maintaining the confidentiality of the password and of controlling access to your account. You are fully responsible for all activities that occur under your password or with respect to your account. You must ensure that all uses of your account and password comply with this Agreement. Your password and account may not be shared, and you may not permit any other person to use them, other than an authorised eCom representative.

eCom is [Cyber Essentials approved](#).

Further information on our Cyber Security Policies are available on request.

eCom Scotland UK company registration 201497

eCom is registered as a data controller and bureau with the ICO - DP Z4812884