

MSite Training Academy Privacy Notice

This Training Academy is provided by Infobric Limited trading as MSite to help workers learn how to use the MSite platform and complete relevant training courses.

Roles and Responsibilities

MSite provides this training service as a data processor on behalf of the organisation that invited you to the Training Academy (the data controller, typically your employer or site operator).

The controller decides why and how your personal data is used and is responsible for providing the main privacy notice explaining the processing. You should review the controller's privacy notice, which should be linked or provided to you separately.

Personal Data Used for the Training Academy

To create and manage your Training Academy account, we process limited personal data:

- Your name
- Your email address
- Training and course completion records

This data is used to:

- Create and manage your account
- Allow you to access training materials and courses
- Record completion of MSite training content

How MSite Processes Your Data

MSite processes this information only on the instructions of the controller and solely for the purpose of providing the Training Academy service.

Storage and Security

Training Academy data is stored in secure cloud environments with appropriate technical and organisational security measures in place to protect personal data.

Personal data is retained only for as long as required by the controller's instructions and retention policies.

Your Rights

If you have questions about how your personal data is used or wish to exercise your data protection rights (such as access, correction, or deletion), you should contact the organisation that invited you to the Training Academy.

MSite will assist the controller in responding to requests where required.

Contact

For questions about MSite's role as a processor, you can contact the Data Protection Officer at dpo@msite.com