

Privacy Policy

This Privacy Policy sets out how your information is used and protected when you log into The Forefront T Stewardship Certification Course for Advisors (The Course).

This Course is operated by Yoopa Limited (Yoopa) on behalf of Corteva Agriscience, (Corteva) on the Stewardship.Yoopa.co.uk Website (the Website). We are committed to ensure that your privacy is protected. Should we ask you to provide certain information, by which you can be identified when using the Website, you can be assured that it will only be used in accordance with this privacy statement.

This Privacy Policy maybe changed from time to time, so you should check this page from time to time to ensure that you are aware of our current policy.

Your information will be held in a secure database accessible only to selected employees of Yoopa, who hold the database on their servers, and selected employees of Corteva. Any staff who have access to your information have a duty of confidentiality and will only share information as described in this privacy policy.

Use of the Course will be monitored primarily for the purpose of improving the learning experience. Corteva may also use this information for the purpose of managing the aminopyralid stewardship effort and data needs from the regulatory authorities in the UK and Ireland.

This policy is effective from 1st March 2021

How do we collect your information?

We obtain information from you or your company when you or your company engage with us to deliver products or services, contact us about our courses or use the Stewardship.Yoopa.co.uk Website

What type of information do we collect?

Personal data is any information which identifies you personally, whether directly (for example, your name) or indirectly (for example, information about your use of our products and services).

The personal information we collect will vary dependent on the course for which you register. The personal information we collect might include:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests

How is your information used?

We require this information to provide you with our products and services, understand your needs and provide you with a better service. In particular for the following reasons:

To fulfil our contractual obligations to deliver the products or services that you have requested.

Maintenance of our records in accordance with legal and regulatory responsibilities.

We will use your personal data to process your course registration and pass the results to Corteva Agriscience.

We may use your information to contact you about the courses that we provide, including to let you know about any changes to those courses or terms and conditions.

Legal grounds for processing

Data protection law requires us to only process your personal data if we satisfy one or more legal grounds. These are set out in data protection law and we rely on a number of different grounds for the processing we carry out. These are as follows:

Necessary for the performance of a contract and to comply with our legal obligations

To provide you with the products and services;
To communicate with you about the products and services that we provide to you, including to let you know about major changes to those products and services or to the terms and conditions between us or to any related information;

Necessary for the purposes of our legitimate business interests or those of a third party

It is sometimes necessary to collect and use your personal data for the purposes of our legitimate interests as a business, which are to:

comply with our contractual obligations to third parties e.g. where a course is accredited by that third party.

ensure effective operational management and internal administration of our business, document retention, compliance with regulatory guidance and exercise or defence of legal claims.

Where we think there is a risk that one of your interests or fundamental rights and freedoms may be affected, we will not process your personal data unless there is another legal ground for us to do so.

Consent

In certain circumstances, we process your personal data after obtaining your consent to do so for the purposes of:

Sending you marketing communications about our products and services.

Conducting marketing research.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Who has access to your information?

Your information will be held in a secure database accessible only to selected employees of Yoopa Limited, who hold the database on their servers and selected employees of Corteva Agriscience, (Corteva).

Use of the Course will be monitored primarily for the purpose of improving the learning experience. Corteva may also use this information for the purpose of managing the

aminopyralid stewardship effort and data needs from the regulatory authorities in the UK and Ireland.

We will not rent or sell your information to a third party.

We will share your information with Corteva for the purposes of communicating information about who has accessed the course, knowledge check outcomes and to agree future improvements to the learning experience.

Any staff who have access to your information have a duty of confidentiality and will only share information as described in this privacy policy.

Third Party Service Providers

We may need to share your information with BASIS/IASIS, but only where you have elected to claim CPD points having successfully completed your course. We disclose your name for the purpose of registering and awarding CPD points and the issue of certificates or replacement certificates.

How long we keep your personal data for

We retain your personal data for no longer than is necessary for the purposes for which it was provided. What this means in practice will vary between different types of data. When determining the relevant retention periods, we take into account factors including:

- legal obligation(s) under applicable law to retain data for a certain period of time;
- statute of limitations under applicable law;
- potential or actual disputes; and
- guidelines issued by relevant data protection authorities.
- Any contractual obligations required by a third party directly involved in the provision of a course.

Otherwise, we securely erase your personal data from our systems when it is no longer needed.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive.

We may use the following cookies:

MoodleSession

The session cookie, set by Moodle, is used to maintain a user's login and log pages that they navigate on the Stewardship.Yoopa.co.uk Website

MoodleSessionTest

The session cookie, set by Moodle, is used to check if the 'MoodleSession' cookie is being created.

MOODLEID

This persistent cookie is used to remember the username, so that when a visitor revisits the site, their username will be populated in the username field of the login page. (User Option)

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from using the Stewardship.Yoopa.co.uk Website.

Links to other websites

Our Stewardship.Yoopa.co.uk Website contains links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

How can you access and update your information

Keeping your information up to date and accurate is important to us. We commit to regularly review and correct, where necessary, the information that we hold on you. If any of your information changes, please e-mail us at myinformation@yoopa.co.uk

You have the right to ask for a copy of the information that is held about you.

Please contact:

Yoopa Limited at myinformation@yoopa.co.uk

Or

Corteva Agriscience at <https://www.corteva.co.uk/forms/privacy-request.html>

Your Controls and Choices

You have the following rights regarding your personal data:

Rights	What does this mean?
1. Rights to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights. This is why we are providing you with the information in this Privacy Policy.
2. Right of access	You have the right to obtain access to your personal data (if we are processing it) and certain other information (similar to that provided in this Privacy Policy). This is so you are aware and can check that we are using your personal data in accordance with data protection law.
3. Right to rectification	You are entitled to have your personal data corrected if it is inaccurate or incomplete.
4. Right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enable you to request the deletion or removal of your personal data where there is no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
5. Right to restrict processing	You have the right to 'block' or suppress further use of your personal data in certain circumstances. When processing is

	restricted, we can still store your personal data, but may not use it further.
6. Right of data portability	You have the right to obtain and reuse your personal data in a structured, commonly used and machine-readable format in certain circumstances. In addition, where certain conditions apply, you have the right to have such information transferred directly to a third party.
7. Right to object to processing	You have the right to object to us processing your personal data for our legitimate business interests or for direct marketing purposes (including in each case any related profiling).
8. Right to withdraw consent to processing	If you have given your consent to us to process your personal data for a particular purpose (for example, direct marketing), you have the right to withdraw your consent at any time (although if you do so, it does not mean that any processing of your personal data up to that point is unlawful).
9. Right to make a complaint to the data protection authorities	You have the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy with how we have handled your personal data or believe our processing of your personal data does not comply with data protection law.

How to contact us

If you would like to exercise your data protection rights or if you are unhappy with how we have handled your personal data, please contact Yoopa at myinformation@yoopa.co.uk

Or write to us at Yoopa Limited, 1 Market Place, Brackley, NN13 7AB.

Or Corteva Agriscience at <https://www.corteva.co.uk/forms/privacy-request.html>

DuPont Inquiry Management Center
 Chestnut Run Plaza 735
 974 Centre Road
 Wilmington, DE 19805
 Toll-free: 855-569-0964

If you are not satisfied with our response to any enquiries or complaint or believe our processing of your personal data does not comply with data protection law, you can make a complaint to the Information Commissioner's Office (ICO) by:

- writing to: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF;
- calling: 0303 123 1113; or
- submitting a message through the ICO's website at: ico.org.uk

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