

# Right to Know - Data Protection Notice

## Introduction

At Skillhob, we are committed to protecting your privacy and ensuring the security of your personal data. As part of our data protection practices, we respect your rights under the UK Data Protection Act to request and obtain information about the personal data we hold about you. This document outlines your rights and provides you with the necessary information on how to exercise your "Right to Know."

## Your Right to Know

Under the UK Data Protection Act, you have the right to request and receive information about the personal data that Skillhob processes and holds about you. This includes:

1. Confirmation: You have the right to obtain confirmation from us as to whether or not we process your personal data.
2. Access: You have the right to access the personal data we hold about you. This includes obtaining a copy of the data and information on how it is being processed.
3. Purpose: You have the right to know the purposes for which we process your personal data.
4. Categories: You have the right to know the categories of personal data we process about you.
5. Recipients: You have the right to know the recipients or categories of recipients to whom your personal data has been or may be disclosed.
6. Retention: You have the right to know the retention period for which your personal data will be stored or the criteria used to determine the retention period.
7. Origin: You have the right to know the source of your personal data, if it was not collected directly from you.

## Making a Request

To exercise your Right to Know, you can submit a written request to Skillhob. Your request should include the following details:

- Your full name and contact information (email address, phone number, etc.)
- Sufficient details to identify the personal data you are requesting (e.g., specific courses, dates, or any other relevant information)

You can send your request to our Data Protection Officer using the contact information provided below.

## Processing the Request

Upon receiving your written request, we will acknowledge the receipt and initiate the verification process to ensure the security and confidentiality of your personal data. This verification process is necessary to confirm your identity and safeguard against unauthorized access to your personal data.

Once the verification is complete, we will provide you with the requested information within the time frame required by law. If for any reason we are unable to fulfill your request, we will inform you of the reasons and any recourse available to you.

## Limitations and Exceptions

Please note that certain limitations and exceptions may apply to the Right to Know. These limitations include:

- Protecting the privacy rights of other individuals
- Maintaining the confidentiality of commercially sensitive information
- Complying with legal obligations or regulatory requirements

If any limitations or exceptions apply to your request, we will provide you with a clear explanation in our response.

## Contact Information

If you have any questions or wish to exercise your Right to Know, please contact our Data Protection Officer:

- Name: [Data Protection Officer's Name]
- Email: [Data Protection Officer's Email]
- Phone: [Data Protection Officer's Phone Number]

## Data Protection Notice

For more information on how we process and protect your personal data, please refer to our Data Protection Notice. The notice outlines our data protection practices, including the types of personal data we collect, how we use and store it, and your rights in relation to your personal data.

## Conclusion

We value your privacy and are committed to ensuring transparency and accountability in our data processing practices. Your Right to Know is important to us, and we will respond to your requests promptly and in compliance with applicable data protection laws.

Please note that this document Please note that this document is provided for informational purposes only and should not be considered as legal advice. For legal advice regarding your specific situation, we recommend consulting with a qualified legal professional.