Performwork Ltd – Privacy Policy

At Performwork we are committed to respecting and protecting your privacy. This document details what information we store when you use or subscribe to using any of the websites owned and managed by Performwork Ltd and why we need to store it

The following sites are owned and managed by Performwork Ltd.

Galahad.cloud   Goalmaps.co

Performwork.com   ProjectPriority.co

By accessing any of these websites you are consenting to the way the information is collected and used, as described in this policy.

Cookies

Do not know what a cookie is? Go to http://en.wikipedia.org/wiki/HTTP_cookie

The Performwork websites need to use a Session Cookie to know what information is to be displayed whenever you click on an active element (e.g. button, menu etc.). Session Cookies are deleted when you close your browser.

Our websites also use Persistent Cookies to:

- Know that you have visited the site before so it does not have to redisplay the cookie message on the opening screen.
- Pre-select certain options.

Google Analytics

We use Google Analytics to help provide us with anonymous web analytics for our website.

URL Tokens

The Performwork websites use tokens within the URL to hold sensitive data in an encrypted format and to enable you to remain logged in.

Registration

When you register we store in encrypted format:

- Your current and any previously used passwords
- The email address associated with your subscription.

We may use the email address to send important information related to your account (account activation, password reset, subscription status, notification of new features etc.).

Paid Subscriptions

When an account is upgraded to a paid subscription, we store the information provided by the payment processor (PayPal), including transaction ID, date and time, amount of transaction. The name and address is stored in case it's included with payment information. We use this information to change the status of the account, to provide an invoice and to allow changes of the subscription status.

IMPORTANT

If you use the Logout option on the main menu the temporary key used to "decode" URL tokens will be deactivated, this ensures no one can then use use your browser history to access your data after you have closed your browser.

You should always LOGOUT this way when:

- Using a public computer (e.g. Internet Cafe, Library)
- Using someone else's computer, even a friend's computer.

If in doubt logout!

Privacy Policy – Collection of Personal Information

Performwork Ltd respects the privacy of everyone who visits its Web Sites and any information collected about you will firstly be used to fulfil any service you might request and secondly improve how, as a company we serve you. We do this by making appropriate use of the information.

This information will not be disclosed to anyone outside of Performwork Ltd, its affiliated or associated companies and other companies with which Performwork has arranged services for your benefit.

We do not give, loan, hire or sell any of your personal information to any other organisation.

It will be treated in accordance with the legal provisions under English law concerning data protection.

Your Rights:

If you wish us to remove any personal details we hold about you, please email us at performworkltd@gmail.com with your full name and the email address that you used to register on our website(s) and put **Removal of Personal Data** as the subject of the email.

31st October 2021