

Your Data in OpenBlend

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Background

OpenBlend is an employee centric performance management platform designed to support you to be the best version of yourself by enabling your manager and other HR or senior managers to have effective 1:1 conversations with you. Access to the OpenBlend platform is provided by the company or entity that you work for or to which you provide your services (**your employer**).

There are different sections on the OpenBlend platform, some of which your employer will complete and others that you can fill in with information about yourself, that information will then be available for some others, such as your manager, to view.

GDPR and data protection laws

Much of the information in the OpenBlend platform is personal data which must be looked after in accordance with applicable data protection laws, including the GDPR. Under GDPR, your employer is the controller and OpenBlend is a processor of your personal data. OpenBlend processes your data on the instruction of your employer in compliance with applicable data protection laws. Your employer is responsible for looking after and managing your personal data and you should read your employer’s privacy notice to understand their purposes of processing your personal data, how they look after it and your rights in relation to your personal data.

We have explained below who can see what of your data in the OpenBlend platform.

Visibility of your data in OpenBlend

Class of data	Types of data	Who else can see it	How the data can be seen	Source of the data
Login Data	<ul style="list-style-type: none">Your name, work email address, and company/employer name	Your manager, your employer’s OpenBlend administrators (“admins”)	All data	Provided to OpenBlend by your employer
	<ul style="list-style-type: none">A password (unless your employer is using Single-Sign-On)	No-one apart from you can see this	Passwords are one-way encrypted before they are stored – just enough is stored so that when you type in your password again later, we can check that it matches the password you previously set	Entered directly by you
	<ul style="list-style-type: none">The connection between you and your direct line manager	Your manager, senior managers, and admins		Provided to OpenBlend by your employer
	<ul style="list-style-type: none">The role(s) you have within the OpenBlend platform (e.g. employee / manager / administrator)	Your manager, and admins	All data	Provided to OpenBlend by your employer
	<ul style="list-style-type: none">Calendar appointments for discussions between you and your manager	Your manager, and admins	All data	Entered by you or your manager

Demographic Data (if switched on for your organisation)	<ul style="list-style-type: none"> Basic personal details about you - age bracket, gender, whether you have dependants, job function 	Your manager, senior managers, and admins	All data	Entered directly by you or provided to OpenBlend by your employer
Wellbeing and Motivators (if switched on for your organisation)	<ul style="list-style-type: none"> Your own subjective well-being ratings – happiness, confidence, ability to manage stress (your “Wellbeing”) 	Your manager (or manager connections*)	All data	Entered directly by you
		Senior managers and admins	Can only see average Wellbeing data across groups of at least 3 people	
	<ul style="list-style-type: none"> The combination of elements relevant to your life at work or outside work that are important to you and that you wish to discuss with your manager (your “Motivators”) 	You manager (or manager connections*)	All data	
		Senior managers and admins	Can only see average Motivators data across groups of at least 3 people	
Performance Data (if switched on for your organisation)	<ul style="list-style-type: none"> Objectives and actions and the progress you make working on them including notes made during performance discussions Performance evaluation questionnaire responses 	You manager (or manager connections*), senior managers and admins	All data	Entered by you or your manager
Feedback Data (if switched on for your organisation)	<ul style="list-style-type: none"> Information provided by your colleagues about you in response to a request for feedback Information you provide giving feedback on your colleagues 	Who the feedback is about, the sender of the feedback (one of these two will be you), your manager, senior managers and admins	All data	Entered by you or your manager
Develop Data (if switched on for your organisation)	<ul style="list-style-type: none"> Information you provide if your organisation uses the Develop module, outlining your development mission and progress updates Information your manager provides as you agree and discuss progress on your development mission 	You manager (or manager connections*)	All data	Entered by you or your manager
		Senior managers and admins		

* “manager connections”: If you wish (and if this capability has been enabled by your employer), you can initiate an “OpenBlend session” with a manager in your employer who is not your line manager – this person is your “manager connection”. Such sessions are called “connection sessions”. During a connection session, your “manager connection” has the same visibility of your data as your manager.