

OpenBlend Microsoft Teams App

Privacy Policy

Last updated 11 August 2022

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 understand your key drivers. 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.

The OpenBlend Microsoft Teams App provides an additional mechanism for you to receive notifications from the OpenBlend platform, relating to updates by your manager and/or your team members, and about upcoming OpenBlend sessions. You can also submit updates to some of your data via the OpenBlend Microsoft Teams App.

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.

The OpenBlend Microsoft Teams App shows data from and submits data to the same data store as the main OpenBlend platform. OpenBlend has one set of rules and mechanisms for how data is managed and looked after, the same rules and mechanisms apply both to the main OpenBlend platform and to the OpenBlend Microsoft Teams App.

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	Entered directly by you

			later, we can check that it matches the password you previously set	
	<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	<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 Blend	<ul style="list-style-type: none"> Your own subjective wellbeing 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 “Blend”) 	You manager (or manager connections*)	All data	
		Senior managers and admins	Can only see average Blend data across groups of at least 3 people	
Performance Data	<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	<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

* “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.