

Workspace Skills Terms & Conditions

We are **Canopy Education CIC** and **Evalue AB** (Howdou).

Canopy is a company registered in England and Wales with company number 10393245 whose registered address is at 86-90 Paul Street, London, United Kingdom, EC2A 4NE.

Evalue is a company registered in Sweden with company number 556946-8001 whose registered address is at Västberga Allé 5, 126 30 Hägersten, Sweden.

You can get hold of us in any of the following ways:

- by telephoning us on 020 3048 4350
- by emailing us at hello@canopy.education; or
- by writing to us at 86-90 Paul Street, London, United Kingdom, EC2A 4NE

In case you need it our VAT Number is 262 5571 01.

Contact - “We may send you transactional emails / reminder emails”

- When you access our Sign Up Form, we collect your email address and may send you emails relating to Workspace Skills. We never sell data or use this for other purposes and you can unsubscribe at any time.

License - “Unlimited number of badges to all accounts in your domain.”

- Schools can issue an unlimited number of badges to user accounts (teachers, students, staff) in your domain **only**.
- As we use tiered pricing, schools self-identify the size of their domain at the time of purchase.
- Canopy & Howdou reserve the right to restrict access, should usage be above the domain size and/or user usage indicated at time of purchase.

Content - “We may update or change the tutorials available.”

- In some circumstances we may need to make minor changes to the tutorials. As these are minor changes and will not affect your use of the tutorials we will not usually contact you about these. These minor changes are likely to be:
 - Changes to keep the tutorials aligned with the Google tools.
 - Minor technical changes or enhancements.
- We reserve the right to amend and change the tutorials during the course of the subscription period.

Support - “We provide support to schools via email.”

- Support requests should be made at <http://canopy.click/support>, if you have any questions or require support with Workspace Skills and we will respond within 48 hours.

Subscription - “Subscriptions last 12 months and you can then renew or cancel.”

- Access to Workspace Skills is issued on a 12-month subscription basis.
- Paying Online - If purchasing online with a credit / debit card, you will be automatically opted in to auto-renew.
- Paying by Invoice - You will be issued with a new invoice at the end of your current subscription.
- If you wish to opt-out of auto-renewal then you can contact us at hello@canopy.education.
- You can cancel your Workspace Skills subscription at the end of any 12-month term or within 30 days of your purchase date.

Badges - “Purchasing schools can use our badge designs, but with some restrictions.”

- For schools who purchase a Workspace Skills Package, our badge designs are issued under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 License](#).
- You can use the badges in your school, but you cannot alter them and you cannot do anything commercial with them (such as sell physical badges).

Use of Data - “We use [Google Classroom](#), [Howdou](#) and [Badgr](#) to provide Workspace Skills.”

- The Interactive Tutorials (Howdous) are assigned in Google Classroom, using our Chrome Extension. Only those creating assignments (e.g. teachers) need access to the Chrome Extension. The Extension is also used to pull and export student results from Classroom.
- Users access the tutorials, as an assignment in Google Classroom via a link.
- Users then sign into Howdou using their Google Account. Howdou collects:
 - Google Account ID
 - Email Address
 - First and Last Name
 - Google Classroom Details
- As users complete the tutorial, Howdou tracks user input as they complete the tasks.
- If they have successfully earned a badge - user email address and badge details are passed to Badgr, who send the badge by email. No account is created with Badgr.
- Users may choose, but are under no obligation, to click to create a Badgr US account, which creates a digital backpack to store the badges.
- Those assigning tutorials to users must have obtained all required (parental) approvals and consents to use the above services.

Useful Links	
Workspace for Education (Google Classroom)	Privacy & Security Center
Howdou	Terms of Use , Privacy Policy
Badgr	Terms of Service , Privacy Policy

Data Security - We look after the data we collect (as described above). Much of this information is contained in our [Privacy Policy](#).

- We comply with Article 15 of the GDPR Legislation, a subject access request can be made by contacting us (see contact details below).
- User data is stored by Howdou, on servers based in Sweden (inside the European Union).
- Under Article 17 of the UK GDPR individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. Individuals (or organisations) can request us to delete their data, using the contact details listed below.

Contacting Us - Reach out to us if you have any questions:

hello@canopy.education

020 3048 4350

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