

Appendix I: Data protection and security

What data is stored about participants?

By default, the Podia software stores each participant's name, email address, encrypted password and their activity within the programme (e.g., last login, lessons viewed, lessons completed, programme emails opened/clicked.)

In addition, Podia's servers will store low-level identifying information such as IP addresses for users, but this information is not available to us or to you.

User profiles

Podia users can create a simple user profile for themselves (photo and bio) but this is not required or recommended for this programme, and participants will not be able to see other participants or their profiles since the community feature is not enabled.

Use of data (GDPR)

Participants' data will only ever be used to deliver the Make Your Mark for Teams online service.

This means all emails sent by Podia on our behalf will either be essential transactional emails (e.g., verification codes, password resets) or programme-related informational emails (e.g., onboarding instructions).

We will never send promotional emails to those addresses or share them with any third party except Podia (as required for the delivery of the service.)

Note: Refer to Podia's [privacy policy](#) and [terms of service](#) for more information.

How secure is the learning management system?

Mark Your Mark for Teams is accessed via my own custom domain, learning.susanroom.com but hosted on Podia's infrastructure, which uses a secure connection (HTTPS) for all interactions.

In addition, two-factor authentication (2FA) has been enabled on our account which means that the first-time users log in, and every time they access the programme from a new device, they will be sent a verification code by email which will be required in addition to their password to log in.

Finally, we **strongly recommend** that participants create an entirely new password for their Podia account, avoiding any similarity to any current or previous passwords.

Note: You can read more about Podia's support for 2FA [here](#).