

CLOUD SECURITY STATEMENT

V1.5 1 January 2024

1. INTRODUCTION

“We” or “us” or “our” refers to **Cognadev UK Ltd** and **Cognadev (Pty) Ltd**. Cognadev UK (the Company), is a private company incorporated in accordance with the laws of England and Wales, with company registration number 05565662 and whose registered office is at 2 Jardine House, Harrovia Business Village, Bessborough Road, Harrow, Middlesex, HA1 3EX.

Cognadev (Pty) Ltd (the Company), is a private company incorporated in accordance with the laws of South Africa with company registration number 1994/009617/07 and whose registered office is at 18B Balmoral Ave, Hurlingham, Sandton, 2196.

“Companies” and “Consultants” refers to a Company or Individual consultant that has access to Cognadev’s Assessments, IP, Online Delivery Platform (Skylab), as well as the public website.

*When accessing our systems in Russia and China, different processes are put in place. Therefore, this document does not apply to Russia and China.

2. PURPOSE OF THIS DOCUMENT

The purpose of this document is to outline the Cloud Security profile of Skylab (Cognadev’s assessment delivery platform) and the Online CPP, collectively referred to as the “platform”. Cognadev collects and stores personal, sensitive information (from individuals and companies) and we are aware of the importance of keeping this information secure. Cognadev takes measures to ensure information is stored securely. These measures are detailed in this document.

3. OVERVIEW

Skylab is a platform that offers Software as a Service (SAAS), designed to manage software applications and other operational functionalities such as nominations, reports and credits for assessments developed by Cognadev and external companies and is hosted in Microsoft Azure. Each client’s data is stored and separated using a forced relational database based on customer key, which means that Cognadev client’s data is separated to ensure that a client only has access to their own data. Our data centres provide power, network, hardware redundancy and backup services. Cognadev maintains security settings, application software, general settings and the user data stored.

Skylab and the Online CPP are currently dependent on the uptime of Microsoft Azure. The status of Microsoft Azure is publicly available [here](#).

4. DATA STORAGE

Data is transferred and stored in encrypted format on Azure Cloud. Redundancy and backup services are also maintained in Azure Cloud.

5. PEOPLE AND ACCESS

The Cognadev Support Team is added automatically to each Skylab account for maintenance, support or to check performance. The support team access Skylab accounts when there is a technical problem or query. Within Cognadev only authorised individuals have access to applications or personal data.

Skylab is designed so that candidate reports are only accessible to a specific user on a company account. Users are responsible for maintaining the security of their own login information and informing Cognadev if their credentials may have been compromised.

6. SECURITY AND TESTING

Regular security testing of the platform is performed internally and by third party suppliers.

7. ENCRYPTION AND PASSWORDS

Industry and Azure Cloud best practices regarding data encryption and passwords are applied on the platform.

Cognadev may utilise Multi Factor Authentication (MFA) services to safeguard User access to the Online System. The MFA service may require each User to provide certain contact information to Cognadev. All Users are required to maintain a strict level of privacy on their accounts and MFA service.

8. DATA BACKUP

Data backups of the platform are performed regularly within Azure Cloud following best practices.

9. OTHER INFORMATION

9.1. Analytics and IP Addresses

Google Analytics is used on our websites to gain business insight into how they are used. IP addresses are recorded when either the Skylab Candidate or the Online CPP is accessed and stored in the Online CPP and Skylab. We do use cookies or similar technologies to identify browsers and devices, but do not store the information.

9.2. Biographical Information

Upon nomination by a consultant, the following information is requested by Skylab - Consultant:

Field name	Type of field	Required
Email	Text box	Required
First name	Text box	Required
Surname	Text box	Required
ID number	Text box	Required if date of birth not entered
Date of birth	Text box	Required if ID number not entered



The following information is requested from the candidate by Skylab – Candidate:

Field name	Type of field	Required
Title	Dropdown	Required (“Other” can be selected)
First Name	Text box	Required
Known As	Text box	Required
Initials	Text box	Required
Surname	Text box	Required
Colour Blind?	Tick box	Required
Gender	Dropdown	Required
Date of Birth	Three dropdowns (year, month, day)	Required
Identification type	Dropdown	Required
Identification value	Text box	Required (*only required if South African ID number/Date of Birth is selected as “Identification type”)
Region	Dropdown	Required (“Other” can be selected)
Country of birth	Dropdown	Required
Ethnicity	Dropdown	Required (“Other” can be selected)
Preferred Language	Dropdown	Required (“Other” can be selected)
Mother Tongue	Dropdown	Required (“Other” can be selected)
Current Employer	Text box	Required (“Other” can be entered)
Current Job Title	Text box	Required (“Other” can be entered)
Highest Level of Education	Dropdown	Required (“Other” can be selected)
Functional Area	Dropdown	Required (“Other” can be selected)
Discipline of Qualification	Dropdown	Required (“Other” can be selected)
Current Position	Dropdown	Required (“Other” can be selected)
E-Mail	Text box	Required
Primary Telephone	Text box	Required

Specific assessments may request specific information required for that assessment. Please send us a request if you require this information. Cognadev stores candidate results for the candidate if they request their results in future. Cognadev does not allow the obfuscation of personally identifying information in the system.

9.3. Records of Information Access

Platform components in Azure keep activity logs of user events as well as access and database schema modification. CPP transactions are logged in detail based on origination and user details.

10. RELEVANT POLICIES AND STATEMENTS

We have separate documents stating our position on selected localised privacy laws. These are available on request.

More information can be obtained from:

- a) Cognadev Privacy Policy: <https://www.cognadev.com/privacy-policy/>

- b) Cognadev PAIA Access to Information Manual (applicable to South African legislation): <https://www.cognadev.com/paia-manual/>
- c) Skylab Consultant Terms and Conditions: <https://consultant.cognadev.com/TermsAndConditions.html>
- d) Online CPP Agreement (Confidentiality): <https://live.cognadev.com/cpp/agreement.html>
- e) More information can be requested by emailing support@cognadev.com