

PRIVACY NOTICE – HARTLEPOOL LEARNING & SKILLS SERVICE - VIRTUAL LEARNING ENVIRONMENT

The following information provides details on how we may collect, use and where appropriate share personal information for the administration and management of the virtual learning environment used to support courses provided through the Council’s Learning & Skills Service. The system is provided in accordance with the General Data Protection Regulations (GDPR). This Privacy Notice should be read in conjunction with the Council’s overarching privacy notice document.

| Privacy Notice for | Hartlepool Learning and Skills Service – Virtual Learning Environment | |
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| Why we collect your information | Hartlepool Borough Council as data processor will collect your personal information for the administration, management and evaluation of course delivered by the Learning & Skills Service. Hartlepool Borough Council is also the data controller for the Virtual Learning Environment. | |
| What information do you collect about me? | We will collect, store and use the following categories of personal information about you: <ul style="list-style-type: none"> • Your name • Contact details such as address, telephone numbers and e-mail addresses. • Educational Attainment • Education and training details • Comments and notes relating to the course. | |
| Will you collect more sensitive personal information about me? | We do not collect information categorised as sensitive in the provision of our Virtual Learning Environment. | |
| How will you collect personal information about me? | We collect personal information by letter, email, telephone, online and through face to face contact with you. We will also collect information entered on to the VLE by the client. | |
| How will the Council use the information it collects about me? | We process your personal data in connection with course you have signed up to undertake with us. We use the VLE to aid the sharing of information with you including course material and progress as well as making available to you the option of a message board to communicate with staff and other learners on your course. This processing is necessary for the purposes of delivering the course you sign up to. | |
| In what situations will you use my personal data? | Reason for processing | Basis |
| | We process your personal data in connection with course you have signed up to undertake with us. We use the VLE to aid the sharing of information with you including course material and progress as well as making available to you the option of a message board to communicate with staff and other learners on your course. | Contract |
| What if I don’t want to provide the Council with my personal information? | Unfortunately if you do not provide the information as described above we will not be able to fully deliver the course and | |

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| | associated materials. |
| Will you share my personal information with third parties? | We will not generally share your information, however a message board is available and any comments posted on this could be shared with facilitators of the Learning & Skills service along with other learners who subscribe to the system. |
| Which third parties process my personal information? | The following third party organisations may process information about you: <ul style="list-style-type: none"> • Google – system provided – link to T&C’s etc. • The Skills Network – Equals system |
| How long will you keep my data | <p>We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for (usually only for the duration of your course), including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from www.hartlepool.gov.uk/retention-schedules.</p> <p>Your information will be retained until two years after the Audit Authority submits the Annual Control Report in which the final expenditure for the completed project is included and further information on data retention arrangements can be found through the ESF Document Retention Policy.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591617/ESF_Guidance_on_document_retention.pdf</p> |
| Your rights in connection with personal information | <p>Under certain circumstances, by law you have the right to:</p> <ul style="list-style-type: none"> • have inaccurate or incomplete data we hold on you corrected • request the erasure of personal data we hold • object to processing • request the restriction of processing of your personal data • request the transfer of your personal data • Request access to your personal information <p>If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.</p> <p>For further information on your rights please visit: www.hartlepool.gov.uk/GDPR</p> |