Learning Technology Privacy Policy

The following statement explains Learning Technology’s policy regarding the personal data you may disclose to us e.g. when using NILE and associated tools.

Our aim is to respect your privacy and comply with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Data Protection Act 2018.

1) The Data Controller

The University of Northampton is the Data Controller for any personal data you give to us. Our Data Protection Officer is Phil Oakman and his address is

The University of Northampton

Park Campus Room H12

Boughton Green Road

Northampton

NN2 7AL

Telephone: 01604 892823
Email: recordsmanager@northampton.ac.uk

2) What Personal Data We Collect and What We Do with It

This depends on whether you are using one of the NILE tools or are attending training provided by The Learntech team as explained below:

2.1 Accessing NILE tools

NILE is comprised of a range of tools which may be used in the course of study / employment at The University of Northampton. These are subject to the code of conduct for staff and / or students. In using any of these tools, there will some data which is stored and used depending on the service being accessed. A list is provided below of the key tools with links to each of their specific privacy policies:

- PebblePad - https://www.pebblepad.co.uk/l/privacy.aspx
2.2 Attending training

When you book a course we will use your details to:

- Deliver our contract to provide training to you;
- Contact you with regard to any matter arising from your booking or attendance at our event;
- Keep you informed of forthcoming training events run by Learntech where you have indicated your agreement to this when booking).

From time to time an employer / The University may request details of course attendance by their staff. We will disclose this information only where the employer has paid for the course or has allowed staff time off work for this purpose. In all other situations we will process your data in line with the legitimate interests of, or in line with your existing contract with the University.

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<th>WHAT WE DO</th>
<th>OUR LEGAL BASIS UNDER GDPR</th>
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| Deliver our contract to provide training to you. | Article 6(1)(b) – this is necessary for the performance of our contract with you/your employer. Without it we will not be able to process your booking.  
Article 6(1)(e) – this is necessary for our legitimate interests. |
| Contact you with regard to any matter arising from your booking or attendance at our event e.g. dietary requirements, cancelled courses etc. | Article 6(1)(b) – this is necessary for the performance of our contract with you/your employer. Without it we will not be able to process your booking.  
Article 6(1)(e) – this is necessary for our legitimate interests. |
| Occasionally your employer / The University may request details of your course attendance. | Article 6(1)(b) – this is necessary for the performance of our contract with you/your employer. Article 6(1)(e) – this is also necessary for our legitimate interests. |

We do not disclose your booking/course data to any other parties without your written consent.

Where you require us to make Reasonable Adjustments to enable you to attend a course or sit an exam, we may require further information from you. If this includes information about your physical or mental health, such information (being sensitive personal data (Special Categories Data)), will only be used by us, with your explicit consent, to assess your eligibility for Reasonable Adjustments. We will not share or disclose it to others. The legal basis upon which we do this is set out in Article 9(2)(a) of GDPR (explicit consent). You can withdraw your consent at anytime by contacting us. Please note that we may not be able to process your request for Reasonable Adjustments if you do this.

3) Protecting Your Personal Data
We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you.

4) Cookies

Many websites place cookies whenever a user visits their site, in order to track traffic flows. Cookies are text files, which identify your computer to the server. Some of the NILE tools may use cookies as part of providing an enhanced service to you. For a list of such cookies please see:

- PebblePad - http://www.pebblepad.co.uk/seminars/ireland0216/cookiepolicy.aspx

5) Links to Other Sites

NILE and related components may contain links to other external web sites. Although the University will have used its best endeavours to confirm that external sites comply with European and UK legislation the University is not responsible for the privacy practices of such other sites. When you leave our site please be sure to read the privacy statements of each and every web site that collects personal data about you. This privacy policy applies solely to information collected by The University of Northampton.

6) Your Rights

You are in complete control. You can object or withdraw your consent to the use of your personal data at anytime. Though in some cases we may not be able to provide your requested service (e.g. as a student or member of staff) where the information processing is an integral part of the service. We will tell you if this is likely to be the case.

Subject to some legal exemptions, you have the right to:

- request a copy of the personal information The University of Northampton holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

To learn more about these rights please see the ICO website.
Please address any such requests to the University of Northampton Data Protection Officer by contacting recordsmanager@northampton.ac.uk If you are dissatisfied with the way LearnTech processes your personal data you should formally raise such complaints with the University Data Protection Officer (DPO). If you are still dissatisfied after the DPO has investigated you can raise a complaint with the Information Commissioner’s Office

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745
Fax: 01625 524 510

7) Your Data Abroad

We do not transfer or process data outside the European Economic Area unless we have your specific consent or where the nature of the processing requires it (for example, because you have chosen to use an email or other communications service which routes data outside the EEA).

Last update: April 2018

Any concerns or queries about this privacy policy should be sent to the University of Northampton data protection officer.