

**Culture and Libraries
Commercial and Operations
Directorate
PN-176**

07/2020

We will use the information provided by you for the delivery of our e-learning platform to you. This includes information provided in your application for a Moodle account, your usage of the Moodle e-learning platform and analytics collected during your usage of the Moodle website. The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

The information provided by you includes the following special categories of personal data:

- ethnic origin
- health data (disabilities)

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

In order to secure funding for Moodle Nottingham City Council are required to submit data reports to the ESFA (Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). This includes information about you as the learner. We will keep the information that you provide until it is no longer needed; depending on your involvement this can be up to 25 years after we have finished working with you

As part of logging in for the first time, your library card number will be stored on this website and you can provide us with your preferred name and email address, and other information to complete your account. As part of logging in, your username 'library card number' and your password is cross-referenced to your library account stored on the Library Management System. As part of the authentication process, additional information such as: 'account flags', 'fee amount', 'screen message' and 'print line' is sent to the Learning Management System. The additional information is not stored on the Moodle e-learning platform.

Passive information we collect while you use this website (IP addresses, city location etc) will be kept for 1 year. When you first log-in, your library card number, preferred name and email address, and any other account information, will be stored for up to 6 years. This data will be shared with our funders, system administrator and other parties for the delivery of services.

You are not obliged, either by statute or by contract, to provide the information that is requested here. However, you need to provide this information if you wish to use this Moodle e-learning system for the purpose of accessing the online courses.

Information you provide may be shared with other agencies for a variety of reasons. For example, to inform you of any changes to the course, to check our provision is meeting your requirements, or to obtain information required by our funders to carry out surveys to assess the impact of our courses.

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>.

The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG. The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at the above address or at data.protectionofficer@nottinghamcity.gov.uk

The new data protection law known as the General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling