

iLearn, North Northamptonshire Learning and Development (L&D) Notice

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1 Council Contact Details

1.1 North Northamptonshire Council

Registered Office:
Sheerness House
41 Meadow Road
Kettering
NN16 8TL

Tel: 0300 126 3000

<https://www.northnorthants.gov.uk/>

1.2 Contact Learning and Development

learninganddevelopment.ncc@northnorthants.gov.uk

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2 Information that we hold

2.1 We currently collect and process the following information when you sign up for and/or attend any training, learning or development activities. This applies to individuals who are not employees of North Northamptonshire Council or one of the council's Learning & Development service. Any training; learning or development activity undertaken by North Northamptonshire Council employees is covered by their Employment Privacy Notice, which can be found [here](#).

- Contact details including name, email and telephone number.
- Details of your attendance at Face to Face training sessions and completion of eLearning modules.
- Whether or not you have a disability or additional support needs for which the organisation needs to make reasonable adjustments.

This information is necessary for the creation of your account on iLearn, and to manage the service we provide to you. There is Equalities information on the council's website, which can be found [here](#).

- 2.2 Learning is provided via our Learning Management System (LMS), iLearn, which provides a host of online learning, e-learning and resources. The LMS iLearn, is delivered by an external supplier, under a service contract and includes a variety of content. A variety of content contracts are in place with other suppliers for content delivered on the platform.

There is further Learning and Development information on the council's website, which can be found [here](#).

This platform may include links to third-party websites, such as our Twitter, Facebook and LinkedIn social media pages. Clicking on those links may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy policies. You should read any policies and other statements on such websites carefully.

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3 How the information is obtained

- 3.1 Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When you complete an Account Creation form.

We also receive personal information indirectly, from the following sources in the following scenarios:

- We collect personal data about your Line Manager or Supervisor, including names and email addresses, to ensure you have consent to attend Face to Face training

- 3.2 There are a number of reasons why we need to collect and use your personal information. Generally, we collect and use personal information where:

- it is necessary to meet our legal obligations under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- you have requested a service from us;
- you have entered into a contract with us;
- it is required for the defense of legal cases;
- it is needed for employment purposes;

- it is necessary for law enforcement reasons; and
- it is necessary for statistical purposes. For these purposes your data would be used in an anonymised format (name and other identifying information removed).

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4 What we do with the information

- 4.1 Learning & Development needs to process data for training; learning and development activity to record any learning interventions delivered and monitor the impact.

Processing such data allows us to manage staff training; learning and development and any mandatory aspects required for the safe running of services. We may also need to process data to respond to and defend legal claims.

- 4.2 Your information will be shared internally for the purposes of the training, learning or development activity and only be accessed and processed by authorised personnel for the performance of their duties (i.e. the Learning & Development, HR and Recruitment Teams, Line Managers in the relevant business area, and ICT staff if access to the data is necessary.

Where lawful to do so, Learning & Development will share your data with:

- Organisations that provide grants or funding which we access to provide your development;
- External training providers who will deliver some or all of the learning you access via us; and
- West Northamptonshire Council; to provide them with completion data on courses for their staff.

4.3 Third Party Processing

Learning & Development has a number of contracts with a third-party external suppliers and service providers e.g. who provide our platform infrastructure, user support and learning content. These third parties will process applicant information in accordance with our instructions and make decisions regarding the information as part of the delivery of their services. They are also required to put in place appropriate security measures that ensure an adequate level of protection for personal information. We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

4.4 Automated Decision-Making and Profiling

Our training, learning or development activity processes are not based solely on automated decision-making. Automated decision-making is where decisions are made about you without any human influence on the outcome

- 4.5 Learning and Development do not undertake any Profiling. Profiling is where you analyse parts of an individual's personality, behaviour, interests and habits to identify their preferences, make predictions or decisions about them.

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5 How long we keep your information for and how we securely dispose of it after use

- 5.1 We keep your personal information for the purpose of this group of processes in line with the council's retention schedules.

Following training, learning or development activity we will hold your data on file for up to 7 years following completion of the course or programme. (In exceptional circumstances, we may need to retain your record for a further duration in order to comply with legal or Home Office requirements).

The periods for which your data will be held will be provided to you in the employee privacy notice and [retention schedule](#).

- 5.2 We will securely dispose of your information in line with retention periods.

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6 How we store your information

- 6.1 Your information is securely stored on the council's systems, where access is restricted to authorised personnel. Your information is stored on UK systems that are protected by secure network architectures and are backed-up on a regular basis (to a second secure location) for disaster recovery and business continuity purposes; and to avoid the risk of inadvertent erasure or destruction.

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7 Your data protection rights

- 7.1 The law gives you a number of rights to control what personal information is used by us and how we can use it. Please see section 15 of the council's [Corporate Privacy Notice](#) for further information.

- 7.2 Please be aware that your rights may differ depending on the lawful basis for processing your personal data.

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8 Who to contact

- 8.1 If you would like further information about how we use your personal information, or you wish to exercise one of your data rights or you wish to complain about the use of your personal information please contact the Data Protection Officer:

Tel: 01832 742229

Email: dpo@northnorthants.gov.uk

Or you can write to:

Data Protection Officer
North Northants Council
Cedar Drive
Thrapston
NN14 4LZ

- 8.2 If you are still dissatisfied once you have contacted the Data Protection Officer, you have the right to complain to the ICO.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

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This privacy notice was completed on 27/07/2021.

The privacy notice review date is 27/07/2022.