

Why we need your information

The data on this form is being gathered for the purpose of **creating your iLearn+ account and maintaining records of learning that you complete online using iLearn+**. Hertfordshire County Council will use this information to **ensure your records are accurate; can be uniquely associated with you and be included in reports on course progress and completions.**

We require this information in order to fulfil our obligations:

- Under your contract of employment with you where HCC is the employer.
- Under the contract we have with your employer where your employment (with an employer other than HCC) requires you to access iLearn+.
- Under any arrangement we have directly with you.

If you are a:

- **Hertfordshire County Council (non-schools) employee** – the information you have provided to us will be used alongside additional information obtained from **the HR System, SAP.**
- **Stevenage Borough Council or HCL employee** – the information you have provided to us may be used alongside any additional information obtained from **your HR team**
- **An external user/partner individually requesting an iLearn+ account** – the information you have provided us will be obtained from completing the 'create new user' electronic request form.

What we will do with your information

The information you give us will be held by the **HR Learning and Development** team at Hertfordshire County Council and will only be used to **allow you access to iLearn+ and to maintain your record of learning whilst your account is active. Your place of work or team may also be used to report course/ learning material usage.** In order to deliver this service we will share your information with our Learning Management System provider Learning Pool, SERCO (HCC non-schools employees only), your relevant organisational HR or Learning and Development team (where HCC is contracted to provide this service on their behalf), relevant departmental Learning and Development team (as requested and when appropriate) and the Subject Matter Experts for courses you complete.

Our partners who are contracted to provide the service may use third parties for business continuity purposes. All services will be GDPR-compliant.

We may also share information with third parties if we are legally obliged to do so, for example if it is necessary to safeguard or protect a child.

We may also share information with the police or other agencies if it is necessary for the following purposes:

- a) the prevention or detection of crime
- b) the apprehension or prosecution of offenders
- c) the assessment or collection of any tax or duty or any imposition of a similar nature

How long we will keep your information

The information that you supply to us will be kept on file:

- **For HCC staff** – as part of your contracted employment.
- **For non-HCC users** – for as long as your account has been agreed for under any arrangement we have directly with you - e.g. you have the right to ask for your account to be deleted along with the training records.

What are your rights?

Hertfordshire County Council will be the Data Controller for this information.

You have the following rights in relation to this data:

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information the Council holds about you by making a subject access request.
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.
- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
- In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the Council holds about you please contact the Data Protection Team.

Data Protection Team
Hertfordshire County Council
County Hall
Pegs Lane
Hertford
SG13 8DQ
Tel: 01992 588099
Email: data.protection@hertfordshire.co.uk

You can also contact our Data Protection Officer at dataprotection.officer@hertfordshire.gov.uk or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner's Office www.ico.org.uk.