#aspire Learning Management System at Chesterfield Royal Hospital GDPR Privacy Policy & Data Retention Statement

Introduction

This privacy statement explains how your personally identifiable information is being used in this learning management system. Your personally identifiable information is stored, used and accessed under the General Data Protection Regulations (GDPR).

Personally identifiable information is information that can be used on its own or with other information to identify, contact, or locate a person, or to identify a living individual in context. Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your personally identifiable information.

What personal information do we hold?

When using this learning management system or registering on it, you may be asked to enter your name, email address, employment reference number or other details. Chesterfield Royal Hospital only collects and holds the minimum information required on the learning management system to help you with your learning and overall experience on the site.

Other personally identifiable information that Chesterfield Royal Hospital hold about you for other purposes - such as payroll and HR, will not be transferred to this learning management system. To see the personally identifiable information held on you, then select the Profile tab on this page. To see the other training information associated with you then select the other tabs on this page.

Your right to data portability

All training records which are held about you within the learning management system can be accessed by you at any time. To access your information please select the My Development tab. You can also export this information at any time to keep your records.

When do we collect information?

We collect the information from you when you fill out a form or enter information on our site, or it will be created automatically via an upload from the ESR computer system of Chesterfield Royal Hospital.

How do we use your information?

We use the information we hold on you to personalize your experience and to allow us to deliver the type of learning content which is most relevant to you.

How do we protect your information?

We only provide learning materials and information. We never ask for sensitive information such as your date of birth, national insurance number or home address. We use regular malware scanning. Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems and are required to keep the information confidential per GDPR laws.

We implement a variety of security measures when a user enters, submits, or access their information to maintain the safety of your personal information. For example, all sensitive information you supply, such as your username and password when logging on, is encrypted via Secure Socket Layer (SSL) technology as it is transmitted. Your password is stored in an encrypted format which is both salted and hashed.

Do we use 'cookies'?

Yes. Cookies are small files that a website or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enable the site's or service provider's systems to recognize your browser and capture and remember certain information. We use a cookie to remember your session ID once you are logged into the learning management system, this ensures that as you move from one page to another, it remembers your session ID and keeps you logged in until you decide to log out.

Cookies are not stored for purposes of advertising or marketing. You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Since each browser is a little different, look at your browser's help menu to learn the correct way to modify your cookies.

If you disable cookies in your browser:

If you turn cookies off completely, this will prevent the proper functioning of the learning management system and it is unlikely that you will be able to effectively use the learning management system.

Third-party links and disclosure

We do not include or offer third-party products or services on our learning management system. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. We may use Google Analytics to collect data such as the region in the country you are connecting from and what browser you are using. This information allows us to optimise our site for a better user experience. We do not sell this data to third parties.

Can I update the information held on me?

Some information held on you can be updated by yourself – such as your password and your photo if you elect to upload one. Other information held on you may be updated via ESR. In this case, you will need to contact HR or Pay Services to have this information updated.

What happens when I leave employment?

Your account will be suspended. This means that you can no longer log into the learning management system and by default, your details do not appear in management information reports.

However, your personally identifiable information and your training records are still retained in the learning management system for Six Years from when you leave employment. Once this period has elapsed, your training records and your personally identifiable information will be deleted. Where the record needs to be retained because it is in a thread of information in a forum, for example, your name will be removed and will show as "deleted user".

Who can I contact about the information held on me?

If you have any queries regarding your information or your use of the learning management system, then you should contact:

Neil Drury – Digital Learning Manager (neil.drury@nhs.net), or The Digital Learning Team (CRHFT.Learning@nhs.net)

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