



Login4Learning

Privacy Notice

Privacy Notice

Our contact details

Name: Login4Learning

Address: 10B, Eagley House, Deakins Park, Egerton, Bolton, BL7 9RP.

E-mail: hello@login4learning.com

Personal Data

We need to collect and store personal information about you to access this ePortfolio.

What type of information is collected?

When creating an account, we collect the data you supply, such as name and email. Also, we will collect any information you may upload into the ePortfolio, such as assignments, forms, and any data relating to your activity on the site. For example, sensitive personal data (ethnicity, additional learning needs, known disabilities), qualification achievement history, and employment status.

We also collect information from our ePortfolio, such as website usage statistics. This includes approximate geographic location, the time spent on our website, and how you landed on our website. We may collect device, application, and network data when visiting our web services. For example, web browser characteristics, IP address, operating system, and language preferences.

How is this information used?

This information is only used to access the online courses on this site.

How long is my data stored?

Your data is stored if your account is active on this site.

Please ensure you read the privacy notice below in full.

Login4Learning Ltd ("L4L," "we", or "us") is the company supplying this ePortfolio: ensuring our coaches have this tool to deliver your training. This privacy notice sets out how Login4Learning collects and uses information about you when using the ePortfolio and why we collect specific personal data. This notice also explains how you can choose how we use your data.

We have adopted the following pivotal legislation: EU's General Data Protection Regulation 2016/679 ("GDPR") and the UK General Data Protection Regulation ("UK GDPR"). This privacy notice relates to all personal data we process and addresses the legislation mentioned.

'Personal data,' in this privacy notice, means any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is someone who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

How do we store your personal information?

Your information is securely stored in either electronic or paper-based form. We keep your data on file for seven years from the conclusion of your enrolment with us. We will then dispose of your information by deleting any electronic copies, such as your ePortfolio account, and securely destroy any paper copies.

We will process (collect, store and use) the information you provide in a manner compatible with GDPR. We maintain physical, organisational, and technical safeguards for all personal data we hold.

So why do we collect your data?

So that we can help you, we need your data, and here we tie in our legal justifications for needing to collect your data.

To provide you with our services or for correspondence purposes, we need to collect your data. We ensure that the information we collect and use is confined to this purpose. We always process your data for specific purposes, with the nature of the data collected depending on your interaction with us. We are committed to transparency in this.

Login4Learning processes your data both directly and on behalf of NOCN, Innovate Awarding, and ESFA. In all cases, Login4Learning only processes your data where there is a lawful purpose.

The processing is necessary for Login4Learning's contract with you or because you have asked us to take specific steps before entering a contract. For example, when you join a course or apprenticeship, you provide us with information to provide you with the training you have requested that meets your needs.

As part of the contract, the processing is necessary with awarding organisations and endpoint assessment organisations as an approved centre and provider.

Under the current legislation, the lawful purpose for which we process your data are:

- **Article 6.1(a) GDPR (Consent):** You provide informed consent to us or have a reasonable expectation that we will use your information in a certain way - for example, to engage with our coaches and other learners or to hear about new services or offers. You can withdraw your consent at any time by request to hello@login4learning.com.
- **Article 6.1(b) GDPR (Contract):** Providing our services and fulfilling our obligations to you, usually relating to a term of service or apprenticeship agreement.
- **Article 6.1(c) GDPR (Legal Obligation):** The necessity to meet compliance with our legal obligations; and/or
- **Article 6.1(f) GDPR (Legitimate Interest):** Where it is in our legitimate interests to do so. We only rely on 'legitimate interests as the legal basis for processing by third parties or us we use for these purposes:
 - I. Recruitment and induction of new employees, contractors and other people who collaborate with us.
 - II. Emergency contacts for health and safety purposes for people who collaborate with us, such as employees and contractors.
 - III. Business development; or
 - IV. Providing login systems to users via their existing social media accounts.

The special categories of personal data (**Article 9 of GDPR**) we process are:

- Biometric data in the form of facial images, which you have uploaded, and we store your profile picture.
- Health data regarding employees, contractors, and other people who collaborate with us; and
- Any special categories of detailed personal data which any user volunteers while using our services (for example, in a forum or submission).

How do we collect personal data?

Login4Learning collects personal data from you when you interact with us. This can be through our ePortfolio, over the phone, in person, including, without limitation, when you:

- Create an individual or corporate user account
- Request support
- Register for or participate in an online class, exam, certification, training, webcast, or other events
- Request information or materials
- Participate in surveys or evaluations
- Completing assignments or work contributing to your course

The processing is necessary for Login4Learning's contract with you or because you have asked us to take specific steps before entering a contract. For example, when you join a course or apprenticeship, you provide us with information to provide you with the training you have requested that meets your needs.

- The processing is necessary as part of the contract with awarding organisations and endpoint assessment organisations as an approved centre and provider.
- The processing is necessary for Login4Learning's legitimate interests or the legitimate interests of a third party. For example, we might contact you about other opportunities you may be interested in.
- Consent would also be a lawful basis for processing primarily relating to the use of your data for marketing materials, e.g. photographs. These may record learning and publicity materials such as brochures, prospectuses, advertisements, or the Login4Learning website and social networking pages. We ask you for your permission, which you may decline.
- The lawful basis for processing particular category data is legitimate to ensure equality and diversity.

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

- If you are a learner, your employer will provide us with the necessary details to begin your studies with us.
- We may receive your details from Jobcentre Plus or recruitment agencies, where you are identified as a suitable candidate for a role with us.
- Submit questions or comments; or give content or posts on our forums or other interactive web pages.

Do we share your data for external marketing purposes?

We do not share your data for marketing with anyone outside the organisation.

Who does Login4Learning disclose data to and why?

We will share your data with specific other organisations, such as Awarding Organisations and End Point Assessment Organisations, which accredit our qualifications (NOCN) and conduct the End Point Assessments (Innovate Awarding). Please see their website and privacy notice for details on how they process data.

Where you are enrolled in an Apprenticeship funded by the ESFA, there is an additional Privacy Notice to be aware of:

The Education and Skills Funding Agency (ESFA) issues this privacy notice on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE), and any successor bodies to these organisations. For relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). We will securely destroy your information after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment, and well-being-related purposes, including research. This will only occur where the law allows it, and the sharing follows data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you for them to conduct research and evaluation to inform the effectiveness of training.

Login4Learning records and shares information regarding safeguarding concerns relating to children, young people, or vulnerable adults. This is in line with legislative and statutory responsibilities for safeguarding.

All learners are asked for an emergency contact number in case of an emergency which risks the health or well-being of students. We will use these contact details for no other reason.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You can remove your consent. You can do this by contacting hello@login4learning.com.
- We have a contractual obligation.
- We have a legal obligation.
- We have a legitimate interest.

Your data protection rights:

1. (GDPR) You have the right of access - to ask us for copies of your personal information.
2. (GDPR) You have the right of rectification - to ask us to rectify personal information you think is inaccurate. You also may complete information you think is incomplete.
3. (GDPR) You have the right to be forgotten - to ask us to erase your personal information in certain circumstances.
4. (GDPR) You have the right to restriction of processing - where certain conditions apply to have a right to restrict the processing and, in certain circumstances, object to the processing.
5. (GDPR) You have the right of portability - to have the data we hold about you transferred to another organisation.
6. (GDPR) You have the right to object - to object to certain types of processing, such as direct marketing.
7. (GDPR) You have the right to object to automated processing, including profiling - you also have the right not to be subject to the legal effects of automated processing or profiling.
8. (GDPR) You have the right to judicial review: if we refuse your request under rights of access, we will provide you with a reason as to why.
9. (GDPR) - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
10. (GDPR) You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

We will always respond within one month if you wish to see the information. Please make your request directly to hello@login4learning.com.

Other Websites

Our privacy notice and data management are not applicable if you use other sites linked to the ePortfolio. We suggest you read that privacy and data management notice if you are using another website as a link within our ePortfolio.

Personal Data & Children

It is essential to protect children's data under the age of sixteen. We will not deliberately collect data from a child. Our ePortfolio has security to help prevent this in the UK. If you believe a child has disclosed personal data or that we hold personal information about a child, please email us at hello@login4learning.com.

Identification

Before we action a personal data request, we need to verify your identity. We accept a request made through your personal Login4Learning ePortfolio account while logged into your account. We sometimes require additional information such as a colour copy of your passport, driving license, or National Insurance card.

Amendments

Login4Learning updates our privacy notice when necessary or in response to:

- Policy changes.
- Service changes.
- Feedback from L4L or communities.

The "last updated" date at the top of this privacy notice reflected when the most recent changes were made. We encourage you to review this privacy notice for any amendments periodically.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Login4Learning 10B, Eagley House, Deakins Park, Egerton, Bolton, BL7 9RP.

Email: hello@login4learning.com

You can also complain to the ICO if you are unhappy with using your data.

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