

6P Data Protection Policy

Introduction

The 6 Principles Capacity Development Programme is committed to ensuring that the privacy of persons who are involved in the project and have shared information about themselves is protected. This policy sets out how any personally identifiable information which we collect from you, or that you provide to us, will be processed, used and stored. You can be assured that any personal information which you share will only be used in accordance with this policy.

This **Data Protection Policy has been established to ensure the programme** complies with UK law and the requirements of the EU General Data Protection Regulation (GDPR), which comes into force on the 25th May 2018.

What information do we collect from you?

To be able to access the programme's web platform and training resources, you need to be registered onto the platform's learning management system. This requires us to gather your personally identifiable information including your name, email address, and country. Once registered you are also invited to share more information about yourself and your organisation with the other registered community of practice members / course participants through adding to your personal profile.

By voluntarily submitting this information via the programme's website, you are giving your consent for your personal information to be used in accordance with the programme's Data Protection Policy (which may be amended from time to time).

We require this information to be able to process and fulfil your requirements and for our future communications.

Please note that your personal profile in our website is visible to other participants and members who are registered to our site. Should there be any issues in sharing these details please visit your personal profile page to review or change the information recorded.

Using your personal data and information

Your personal data and information will be accessible to the project's staff and its main consultants, and members of our community of practice network and possibly awarding or accrediting organisations. This will be for the purpose of supporting the services we provide to you and your organisation and for any

future communication with you as a user of our website/ e-learning courses/ member of the CoP network. You may also receive information about webinars and services that may be relevant and of interest to you.

We will not use any of your personal information for the purposes of marketing and research. We will contact you to obtain separate consent to use your data for such purposes. We may disclose personal data and information if required to do so by law.

How will we keep your information:

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable procedures to safeguard and secure the information we collect through the Moodle Learning Management System. Our website is hosted by Krystal. You can find a copy of their Data Protection Policy [here](#).

Duration of storage:

We will keep your personally identifiable information for as long as we continue our professional relationship with you and your organisation within the scope of this programme, or until the lawful period and purposes for which it was obtained comes to an end.

Use and management of website cookies

The Moodle software used to manage the Community of Practice makes use of cookies to facilitate your interaction with the 6P site. These can be viewed and if necessary removed using your browser settings.

Changes to our Data Protection Policy

Our Data Protection Policy is regularly reviewed. The homepage of the 6 Principles Community of Practice website will always contain a link to the most recent version of this policy.

How to contact us

If you have any questions regarding our Data Protection Policy or need to ask us to change or delete any information, please contact the 6 Principle Community of Practice Data Protection Officer, Niru Shaathvegan, at this address: n.shaathvegan@ioe.ac.uk.