

## **Privacy and personal data**

PGL treats personal data collected while managing your training and development in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the organisation's Employee Privacy Policy which can be found on [SharePoint](#) and on [MyPGL](#).

### **What is collected?**

Basic profile information is collected from you when you create your account including your full name and email address.

As you use the site, information about the users, courses, activities and resources you interact with will also be stored and linked to your profile information.

### **How is this information used?**

This information is only used to provide you access to the online courses at <http://vle.pgl.co.uk/>. Statistical information about usage of the site is also used to improve the site and services provided on the <http://vle.pgl.co.uk/> website.

### **Who can I contact?**

The Data Protection Officer for PGL is Paul Kenwright and they may be contacted at 03333 212100.

### **Who is my data shared with?**

In order to provide access to PGL's Moodle content, we may share your basic profile information with other members of staff such as your Line Manager, the Learning and Development Team or HR. The Data Protection Officer for PGL is Paul Kenwright and they may be contacted at 03333 212100. The organisation's Employee Privacy Policy can be found on [SharePoint](#) and on [MyPGL](#).

### **How long is my data stored?**

Your personal data is stored as long as you are enrolled on one or more online courses at <http://vle.pgl.co.uk/>. If a course has an end date, then this is deleted 6 months after the end date for each course and profile information will be anonymized when an account has not been accessed for 12 consecutive months.

### **How do I withdraw my consent for PGL to store and process my personal data?**

If you have previously consented to allow PGL to store and process your personal data in accordance with this privacy policy, and you wish to withdraw your consent, please send an email to [grant.henderson@pgl.co.uk](mailto:grant.henderson@pgl.co.uk). You will no longer be able to access the services provided by <http://vle.pgl.co.uk/>. If your consent is withdrawn.

### **How do I request that my personal data is collected or erased?**

You may make corrections to your basic profile information by logging into the <http://vle.pgl.co.uk/> and editing your own profile. If you have questions, or would like any other data to be collected or erased, please send an email to [grant.henderson@pgl.co.uk](mailto:grant.henderson@pgl.co.uk).

### **How do I request a record of all my personal data that has been collected?**

You may request a record of all of the personal data relating to you that has been collected in accordance with the privacy policy. To do so, please send an email to [paul.kenwright@pgl.co.uk](mailto:paul.kenwright@pgl.co.uk).