



eLearn is the RSPCA's online learning portal, which is available to all RSPCA staff, contractors and volunteers; Branch staff and their volunteers.

eLearn is a Moodle LMS and is provided through the [Charity Learning Consortium](#).

What information is being collected?

Information you provide

We collect your name, email address, organisation name, location and your line manager's email address. We automatically create accounts for all RSPCA National Society staff and volunteers. Branch staff and their volunteers request an account via the RSPCA's Learning and Development team. We use this data to create an eLearn account for you.

Information collected when using eLearn

When you login to eLearn we will collect your activity history on the site, including your learning attempts, course history, achievements, blog and forum posts, IP addresses and URLs visited through eLearn. Some of this information is visible to you in your eLearn profile.

Why is it being collected?

We use your email address as a unique username and identity when you log in to the system.

The other data (name, organisation, location) is so we can provide your line manager and/or the course owners with details of the results of your learning history, if appropriate, and any tests you may take.

How will it be used?

The data we collect is used to create your account and to monitor your learning progress. Some courses will generate a certificate when successfully completed, which will include some personal information.

We won't use your contact information for marketing purposes, but we may need to email you with course confirmations/bookings or cancellations. We may also contact you directly in response to raising a query with us. We won't sell your data or use it for any purposes other than to support your learning.

Who will it be shared with?

Your line manager if requested, course or process owners. This might include any department within the RSPCA that needs access.

We may use your details when creating summary reports. These won't include your names, email addresses, but may include your department/branch and courses that you have completed or attempted.



There are activities within eLearn that may be enabled on a course page which will allow you to see and collaborate with other learners (forum).

Our third party supplier (Charity Learning Consortium) who host the learning platform and provide support and maintenance to us.

How long do we keep your data?

When we know that you have left your role as a member of staff, volunteer, contractor, Branch staff or volunteer we delete your eLearn account.

If you are a Branch member of staff or volunteer and haven't used your eLearn account for six months we will delete your account.

Where is your eLearn data stored?

On servers in the UK, hosted by AWS

Rights

If you no longer require your eLearn account then you can click the Unsubscribe link on the eLearn login page or this [link](#).

Please note: - you can only unsubscribe if you are a Branch member of staff, trustee or volunteer.

If you wish to invoke your right to be forgotten as defined by the GDPR regulations then please follow this link to start the RSPCA GDPR rights process.

eLearn-Support team