NGA Privacy notice: Learning Link

This policy describes the types of personal information that we may collect about you, the purposes for which we use the information, the circumstances in which we may share the information and the steps that we take to safeguard the information to protect your privacy.

Controllers of Personal Information

Any personal information provided to or gathered by National Governance Association is controlled by National Governance Association, whose registered office is 36 Great Charles Street, Birmingham, B3 3JY (the data controller).

What is the purpose of processing this data and the legal basis? NGA processes this data in order to deliver the Learning Link services.

- Processing is required for the performance of a contract with the Data Subject or to move towards entering into a contract.

What Personal Information does National Governance Association gather to deliver this contract?

The information we gather from you is required to the Learning Link services. This

email we If you contact

collect, store and use certain personal information that you disclose to us. If you contact us, we may keep a record of that correspondence.8878 0 595.8 841.8 reW^{*}nBT/F1 12 Tf1 0 0 1 330.35 285.

Link surveys are optional.

What do we do with personal information collected from you?

We use personal information to deliver the Learning Link services, which includes access to

We use the personal information to deliver the services through staff administration, to send you joining information and information regarding the services. We may also use the information to: inform you of events, share information of upcoming modules,



to process payments, to prevent crime and aid in the prosecution of offenders, and to administer and maintain programme records. In addition, we use this information to improve our services,



Information is shared with:

- a) Virtual College Virtual College provide the Learning Link platform which will be used by all users to undertake their e learning. They may access information to support you in using the platform. Virtual College will have access to the following data to fulfil this contract: First name, last name and email address. The Virtual College Privacy notice can be found here: https://www.virtual-college.co.uk/privacy-policy
- b) Spire Business Management Solutions Ltd (Spire BMS) NGA uses Spire BMS as our CRM provider in order to deliver membership services. Through this database, NGA is able to track



Contact

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to the Head of Operations, National Governance Association, 36 Great Charles Street, Birmingham, B3 3 JY.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this Privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on May 21st 2020.