

Knowing Parkinson's Site Policy

This site policy covers how we process your personal data and how you can request changes.

1. What information is used

We collect, process and store the following Personal Data (but not Sensitive Personal Data) from adults in the health and care sector via the create account form on Knowing Parkinson's.

- Name (first name and surname, only viewable in discussion forums if you contribute to them)
- Email address (hidden from all students of the Moodle site, and only viewable by the system administrators and the site's hosters)
- Password (never viewable by the system administrators or the site's host)
- Job type (hidden from all students of the Moodle site, and only viewable by the system administrators and the site's hosters)
- Job sector (hidden from all students of the Moodle site, and only viewable by the system administrators and the site's hosters)
- Work postcode (hidden from all students of the Moodle site, and only viewable by the system administrators and the site's hosters)
- UK country (hidden from all students of the Moodle site, and only viewable by the system administrators and the site's hosters).

In addition, after registering your password-protected account on this Knowing Parkinson's site, we ask you to give consent for us to contact you regarding future education opportunities at Parkinson's UK (you can accept or decline).

2. Purpose of processing of your data

We process your data on this Moodle site for the following reason: To validate your email address to enable the creation of a Moodle user profile and to enable you to study our online courses, and to manage our relationship with site users (eg responding to questions, communicating about new education opportunities). When setting your password, we require a number of conditions to be met, including a combination of upper and lower case letters, numbers, symbols and a minimum length of 12 characters. Please note: login sharing is strictly prohibited on our site. Please keep your login details private and for your use only.

3. Data controller and contact information

The Data Controller is Parkinson's UK, and the Data Protection Officer can be contacted by email at dataprotection@parkinsons.org.uk

4. Your rights

Information about your rights concerning our use of your personal data can be viewed at any time in the Parkinson's UK Privacy Policy at <https://www.parkinsons.org.uk/about-us/privacy-policy>

5. Period data is stored for

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- for as long as we have reasonable business needs, such as managing our relationship with you and managing our operations
- for as long as we provide services to you
- retention periods in line with legal and regulatory requirements or guidance.

In addition, our policy on this Moodle site is to delete user profiles after 2 years of inactivity. When user profiles on the site are reaching capacity, we reserve the right to remove user profiles after 12 months of inactivity. You can create a new profile if you wish to access more learning in the future.

6. Mechanism for withdrawing consent

If you wish to withdraw consent to our using your personal data on this Moodle site, please email kpmoodleadmin@parkinsons.org.uk. Our Moodle site administrator(s) will then deal with your request. Alternatively you can change your consent status within your Moodle user profile by going to the 'Policies and agreement' section and editing your consent response.

7. Mechanism for requesting corrections or erasure

- If you wish to have your personal data on this Moodle site corrected please email kpmoodleadmin@parkinsons.org.uk. Our Moodle site administrator(s) will then make the required changes.
- If you wish to have your personal data erased on this Moodle site please email kpmoodleadmin@parkinsons.org.uk. Our Moodle site administrator(s) will then edit your user profile to remove identifying information and make your profile inactive.

8. Mechanism for requesting a record of all personal data

If you wish to request a copy of your personal data on this Moodle site please email kpmoodleadmin@parkinsons.org.uk. Our Moodle site administrator(s) will then send you a CSV file containing your log records. In addition, we will contact the Moodle site's hosters, Hubken Group Ltd, and request they send you a copy of your web server access records.

9. List of third parties your data is shared with, including their privacy policy and data protection officer's contact details

Hubken Group Ltd, the company which hosts our Knowing Parkinson's Moodle site. They are authorised by Parkinson's UK to process the personal data of our Moodle site's users for the purposes of maintaining the site and supporting the site's administrators. Hubken Group Ltd's Privacy Notice is available at <https://tob.hubkengroup.com/> and includes contact details of their data privacy manager.

10. Automated decision making, and details of process

The only automated decisions made by the Moodle software of our Knowing Parkinson's site involves the awarding of a digital badge on successful completion of some of our online courses. Successful completion involves achieving the stated pass mark in the quiz/quizzes of those courses. The quizzes are automatically marked by the Moodle software, based on criteria manually entered by the site administrator.

11. Use of cookies

Cookies are small text files stored on your computer when you visit websites. There are different types of cookies, and on Knowing Parkinson's we use the following:

A session cookie, usually called **MoodleSession**. You must allow this cookie in your browser to provide continuity and to remain logged in when browsing the site. When you log out or close the browser, this cookie is destroyed (in your browser and on the server).

A functional cookie, usually called **MOODLEID** or similar. It just remembers your username in the browser. This means that when you return to this site, the username field on the login page is already filled in for you. It is

safe to refuse this cookie – you will just have to retype your username each time you log in.

If you'd like to learn more about cookies in general and how to manage them, visit aboutcookies.org. We can't be responsible for the content of external websites.