

Moodle

Moodle is the online platform we use to host our Virtual Learning Environment. This is where learners can access course material and complete course activities.

Data held by the Moodle system

Data held by Moodle includes your name, email address, username.

Moodle logs contain detailed information about user activity within each course, including the date and time of when course-specific information was viewed and/or updated. The address of the machine from which the access was made, the browser identification information and information about the referring web page.

Information about contributions to courses, including contributions to chat rooms and discussion forums, ownership of resources, assignment/file submissions, text matching scores and evidence of participation in other Moodle-based activities is held within the Moodle system.

Information and data related to users, including grades, feedback comments, scores, completion data, access rights and group membership is also recorded.

Additional personal data may be held within individual courses, either within documents/resources uploaded to the course, or within activities within the course.

How the Moodle system uses your personal information

Moodle records and uses your personal information to:

- Provide you an account on, and identify you within, the VLE (Moodle) system
- Provide you access to courses/sites within Moodle
- Provide you the ability to upload, amend and delete certain information within Moodle
- Provide you access to the information, resources and activities uploaded to Moodle
- Control access to different parts of the system.
- Help support Moodle users
- For system administration and bug tracking
- Report on course, resource and activity access, activity completion, course completion and course data (such as grades, scores, submissions and content uploaded)
- For producing usage statistics for management and planning purposes

Where Moodle information comes from

For all users, Moodle records information supplied by the user. This includes information entered into your profile.

Who has access to Moodle data

The Moodle systems team at CW&C has access to all information stored within Moodle for the purposes set out above.

All course administrators have access to the personal information of the users of that course.

Moodle data retention

Information and data uploaded to Moodle, including accounts, courses and about contributions to courses, including contributions to chat rooms and discussion forums, ownership of resources and evidence of participation in other Moodle-based activities may be retained for seven years.

Moodle data is backed up regularly. The backups are held for the purpose of reinstatement of the data, e.g. in the event of failure of a system component.

July 2021



Other policies and notices

A full list of relevant policies and notices for Moodle can be found in the Learner Support Area - Online safety policies.

