

WILMa Terms & Conditions/Privacy Statement

Before you can save or submit your delegate application we need your consent to hold your data in our system and process it. The information below highlights who handles your data, how it is handled how it is processed and your rights.

Who is collecting your data? Learning Pool and the Warwickshire County Council Learning & Organisational Development Service (L&OD) are collecting your data for face to face and eLearning purposes only.

What information is being collected? The personal information we are collecting as part of your application will typically consist of your contact information; Name, job title, email, contact telephone number

How is it collected? Your information is collected through a secure system, populated by yourself with the information you have entered. This information could be requested or provided verbally, written (online or paper). Your information may also be collected from a variety of other sources.

Why and how is it being collected? Your information is being collected to; assess your suitability for the training in question and comply with relevant laws or regulations. Your application may be reviewed electronically or via paper form. The L&OD Service has processes in place to ensure your data is securely and confidentially manage your data.

How long will you keep my data for? Your data collected throughout the training process and will be used to create your delegate training record in line with WCC Retention Policy.

Who will it be shared with? Your personal data may be passed to third party organisations working in partnership with the L&OD to assist them in the training process.

Your rights. Under the Data Protection Act, you have rights as an individual which you can exercise in relation to the information we hold about you. You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Accessing your data. Once you have agreed to these terms you will be able to access your data in your user profile page on the site.

Legal and Privacy Statement I understand that by logging into the system I hereby consent to Learning Pool and the WCC L&OD Service processing and retaining my personal data contained within the application form.

WILMa Terms & Conditions/Privacy Statement

Learning Management System (WILMa) has been developed for Warwickshire County Council in collaboration with Learning Pool and as such a contract exists between WCC & Learning Pool which governs the use of the services by the council and employees.

All customers are bound by WCC's code of internet use and Learning Pool's website usage policy and privacy policy.

[Click here to download a copy of the usage policy.](#)

You must be over 16 years of age to use this service.

For external partners and customers, including private, voluntary and independent organisations, please note that by registering with WILMa, which is hosted by Learning Pool, you are giving permission for your name and email address to be used within the system.

Do you work for WCC and are you using WILMa for the first time?

At Warwickshire, we are committed to providing a range of opportunities to support your development, enabling you to release your potential to become better at what you do. WILMa has been developed to provide you with a range of online courses, face-to-face programmes and learning resources.

If you are new to WILMa, why not take a look through the course catalogue to see what is available. You will be required to log in in order to access and use the programmes in the catalogue. If you have a WCC Google account you should now log into WILMa by clicking on the 'Sign in with Google' button which is displayed on the WILMa login screen.

As you complete any activity, your record of learning will be updated automatically so you can keep track of your development.

NB Please ensure that you are logged into your WCC Google Account, not a personal Gmail account, before clicking on the 'Sign in with Google' button on the WILMa login screen. Failure to do so may result in learning activity that you complete is not recorded against your WCC learner account and you may be required to complete learning the same course again to ensure compliance.

Do you work outside of WCC and are you using WILMa for the first time?

WILMa is also available to the County Council's external partners and customers. This includes private, voluntary and independent organisations.

To request an account you will need to click the 'Create new account' button on the login page and complete the request form.

Charges and Cancellation Policy

All eLearning modules are provided free of charge. Some face-to-face programmes will incur a cost and this will be outlined in the course detail.

For WCC employees - Non-attendance or a cancellation of a booking on a face to face course within 14 days before the course date will result in a minimum £75 fee charged for a full day course and £35 for a half day course.

For the Private, Voluntary & Independent Sector (PVI) and Agency Workers the organisation will be charged a fee plus VAT for each confirmed place. Please see individual courses for specific charges. If for any reason a candidate is unable to attend you can send a named replacement, (you must notify the appropriate course administrator of this change), as no refunds are given.