

Corporate and Commercial | LDS

Data declaration form

For Course Managers and Teachers

This form must be completed for every course hosted on OpenLearn Create where a course owner requests enhanced permissions ('course manager' or 'teacher').

Please send the completed form to your specified project manager or to:

openlearncreate@open.ac.uk

Course full name (Title)
CLEWs - Bronze Proficiency Badge
CLEWs - Silver Proficiency Badge
CLEWs – Associate Instructor Badge
CLEWs – Lead Instructor Badge

Course URL
https://www.open.edu/openlearncreate/course/view.php?id=12418
https://www.open.edu/openlearncreate/course/view.php?id=12446
https://www.open.edu/openlearncreate/course/view.php?id=12448
https://www.open.edu/openlearncreate/course/view.php?id=12449

Please explain the reasons you need to have enhanced permissions for this course
Grade assignment submissions

Please select the enhanced permission role you need	
☒	Teacher

The responsibilities for each of the roles are on pages 2 and 3.

Please read the responsibilities for the role you require and then sign the declaration on page 4.

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For Course Managers and Teachers

Role and responsibilities of Course Manager

This role enables you, as course manager, to manage your course, however this carries with it certain requirements and responsibilities.

The course manager role enables you to set up learner activity and completion tracking, set up digital badges and download course reports.

All learners who enrol on your course have registered for a free OU account and the OU is responsible for the privacy of that data, so you are required to act in accordance with the OU data protection and privacy policies as explained in [Conditions of use](#), [Privacy and cookies](#) and [Frequently asked questions about OpenLearn Create](#). As a course manager you will be able to see the name and email address of every learner who has enrolled on your course and every user who has an additional role on your course (e.g. editor, collaborator, reviewer or teacher). You will be able to enrol users onto the course and assign roles to them. You will also be able to download reports about user activity in your course.

1. If you assign the teacher role to any user of your course, you will be required to make that person aware that they can also see the name and email address of everyone enrolled on the course and that they must act in accordance with OU data protection and privacy policies.
2. You must not share any information about anyone enrolled on your course with any third parties (non OU staff), unless you have removed all identifying data from your dataset.
3. You must not use the email addresses of any of the people enrolled on your course for contacting users for marketing purposes. You may only use the individual email addresses for contacting users about their individual learner enquiries.
4. If you download any data reports which contain user identification information (name and email address), you must store this data on a secure server which is password protected or encrypted. You must delete all these data files after 6 months unless you remove all user identification information from the data sets.
5. You must make a statement on the home page of your course that learners who enrol on the course will be enrolling in the understanding that their name and email address will be visible to those users who have the course manager and teacher roles. This information will be in the site FAQs however most learners will not visit the FAQ pages when they decide to enrol on a course, so you have a duty to inform them.
6. The Open University reserves the right to amend the Terms & Conditions of use of this site in the FAQs at any time and it is your responsibility to check these to ensure your use of the site complies with these policies and procedures.

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For Course Managers and Teachers

Role and responsibilities of Teacher

This role enables you, as teacher, to teach on this course, however this carries with it certain requirements and responsibilities.

The teacher role enables you to set up groups, activities and grading for learners, it also enables you to regrade learner activities.

All learners who enrol on your course have registered for a free OU account and the OU is responsible for the privacy of that data, so you are required to act in accordance with the OU data protection and privacy policies as explained in in [Conditions of use](#), [Privacy and cookies](#) and [Frequently asked questions about OpenLearn Create](#). As a teacher you will be able to see the name and email address of every learner who has enrolled on the course and every user who has an additional role on your course (e.g. editor, collaborator, reviewer or teacher). You will be able to enrol users onto the course and assign roles to them. You will also be able to download reports about user activity in your course.

1. If you assign the teacher role to any user of your course, you will be required to make that person aware that they can also see the name and email address of everyone enrolled on the course and that they must act in accordance with OU data protection and privacy policies.
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Declaration

Please tick as appropriate	
X	I agree to comply with the roles and responsibilities of a Teacher regarding the data management of the courses for which I have the role of Teacher on OpenLearn Create and abide by the terms and Conditions and Privacy Conditions for using Open University websites, for the safeguarding of user data within Data Protection rules.
Your full name	
Email address	
Job title	
Organisation	
Signature	
Date	