Additional privacy information for users of building digital capability discovery tool

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Below you will find information on the data that is captured as part of the building digital capability service, who captures it, how it is captured, where and for how long it is stored, and an explanation of why this data is needed.

| Organisation collecting data | Point of capture | Captured via | Data provided by | Secure data storage | Data captured | Held for | Purpose |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Overt | On first sign up to the service website  | Online form | The user - users from organisations with federated access  | No data stored | No data captured | No data held | So that users are able to securely log in. |
| Overt | On first sign up to the service website  | Online form | The user - users from organisations without federated access | Overt secure storage | 1. Email address
2. Organisation
3. Whether user is a member of staff or a student
4. Edu targetedID
5. Account creation time/date
6. Last access time/date
 | Two years after last use of discovery tool | So that users are able to securely log in. |
| Potential.ly (discovery tool)  | When user first registers to use the discovery tool | Online form | The user (staff) | Potential.ly secure storage(AWS) | 1. First name
2. Last name
3. Department/area of work
4. Subject discipline
5. Whether user is a member of staff or a student
6. Email address
 | Two years after last use of discovery tool | So that users can access and are shown the correct content within the tool. To provide anonymised and aggregated data visualisations at institutional level. |
| Potential.ly (discovery tool)  | When user first registers to use the discovery tool | Online form | The user (student)  | Potential.ly secure storage (AWS) | 1. First name
2. Last name
3. Subject discipline
4. Year and level of study
5. Whether user is a member of staff or a student
6. Email address
 | Two years after last use of discovery tool | So that users can access and are shown the correct content within the tool. To provide anonymised and aggregated data visualisations at institutional level. |
| Potential.ly (discovery tool) | When completing question sets | Discovery tool | The user | Potential.ly secure storage(AWS) | Responses to all questions | Two years after last use of discovery tool | To provide a report to users on their digital capability.To provide anonymised and aggregated data visualisations at institutional level. |
| Jisc building digital capability team | When user claims a digital badge | Online surveys | The user | Jisc online surveys secure storage | 1. First name
2. Last name
3. Email address
4. Which badge is being claimed
 | Two years after last use of discovery tool | To provide credentialling to users, as part of the service offering. |
| Jisc building digital capability (BDC) team | When organisation first subscribes to service | Online form (previously email) | Organisational lead | Jisc secured SharePoint (data analytics directorate) | 1. First name
2. Last name
3. Email address
4. Name of organisation
5. Whether the user:
	1. Can access organisational data visualisations
	2. Can add organisational resources
	3. Is subscribed to service mailing list
 | Duration of service subscription | So that Jisc can confer the rights for the organisational lead to view organisation level data reports, add organisational level resources and be subscribed to the BDC service mailing list |
| Jisc building digital capability (BDC) team | In the Discovery tool feedback request | Online surveys | User | Jisc online surveys secure storage | 1. Feedback
2. Type of organisation
 | Indefinitely  | So that Jisc can improve the service in line with customer expectation.  |