



Health Education England

## TRAINEE INFORMATION SYSTEM

# Legal Notice - Mobile Privacy and Cookie policies

**On Logging into the Log in screen the new user (Trainee) will be automatically taken to the Legal Policies page. They must accept the T&Cs to enter TIS. If they choose to Decline they will be sent contact details for administration via email (TBC).**

1) Current users will not need to Accept the policy/cookie agreement. This requires having some kind of link or navigation that enables the user to review the Policy for cookies and Policies with in the UI admin area.

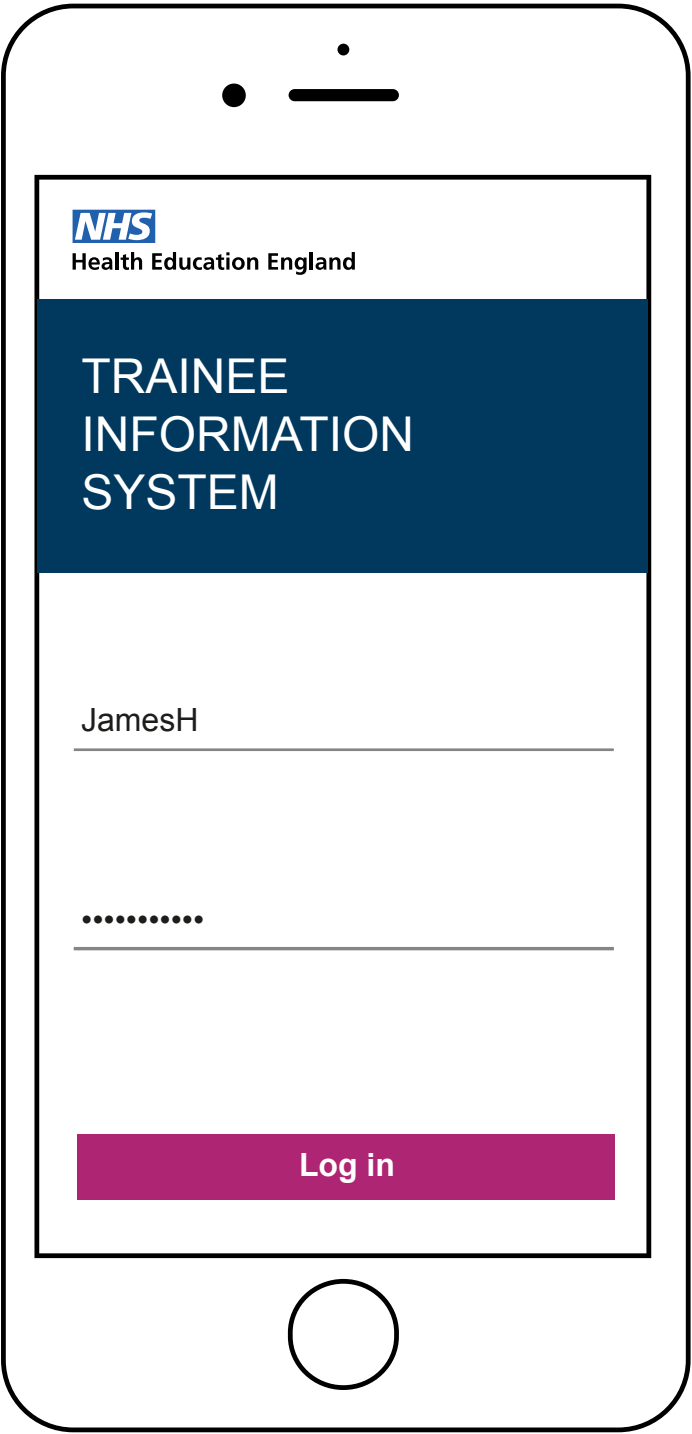
3) Both policies are in once screen with the option to approve in here or go back to the Acceptance/Deline Policies page.

Trainee site - Optimised for mobile -  
Mobile view

Recommendation how Policy and Cookies T&C s are isplayed on  
entering Login details. This will effect the user in regards to accessing  
TIS or being asked to speak with Admin

GMC Number  
1234566789 23

40/20/5



PRIVACY AND COOKIES

Do you agree to the terms & conditions of the Privacy Policy detailed below

I accept

Do you agree to the terms & conditions of the Cookie Policy detailed below

I accept

Have a read of our Privacy and Cookie policies

We have spent some time making these policies as simple, and user friendly as possible, we hope this helps.

[Privacy & Cookie policies](#)

Decline

Accept

Suggested digital option

This allows the user to instantly agree to the T&Cs and access their TIS. If they choose to read the Documents they are available in the links, but it is not mandatory for them to read the documents to approve the T&Cs

PRIVACY AND COOKIES

Do you agree to the terms & conditions of the Privacy Policy detailed below

I accept

Do you agree to the terms & conditions of the Cookie Policy detailed below

I decline

Have a read of our Privacy and Cookie policies

We have spent some time making these policies as simple, and user friendly as possible, we hope this helps.

[Privacy & Cookie policies](#)

Decline

Accept

Decline feedback/Are you sure?

The user on submitting a decline will be taken to the final screen in this process. Giving the user an opportunity to 'Go back' and change there decline to approve.



Policy Agreement

Important

Are you sure you want to decline?

If you decline the Policy agreement you will need to contact your administrator below to discuss your decision

On submitting your decision to decline you will recieve an email to confirm your decision and contact details of the administrator you will need to speak with.

Go back

Submit

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Do you agree to the terms & conditions of the Cookie Policy detailed below

I accept

Have a read of our Privacy and Cookie policies

We have spent some time making these policies as simple, and user friendly as possible, we hope this helps.

Privacy & Cookie policies

Decline

Accept

## Privacy policy on screen

This is an example of how the content should be styled. At this stage the content is still going to be updated. However the tables and lists in the content will need to be styled as follows

Full policy document for Privacy

This is an example of how the content should be styled. At this stage the content is still going to be updated. However the tables and lists in the content will need to be styled as follows

PRIVACY AND COOKIES ⓘ

This page explains our privacy policy and how we will use and protect any information about you that you give us when you visit the Trainee Information System (TIS) website or participate in any HEE sponsored training education and development (hereafter 'training')

HEE's role in the NHS

HEE is here to improve the quality of healthcare for the people and patients of England through education, training and lifelong development of staff. HEE aims to enable high quality, effective, compassionate care and to identify the right people with the right skills and the right values. All of the information we collect is to support these objectives.

What this privacy statement covers

This privacy statement only covers HEE's websites and services. It does not cover all sites that can be linked to from this site, so you should always be aware when you are moving to another site and read the privacy statement on that site.

If our privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing the page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

The information we collect on Trainee Information System (TIS)

From time to time, you will be asked to submit personal information about yourself (e.g.name and email address) in order to receive or use services such as training, bulletins, email updates and website feedback.

We collect personal information from you so that we can provide education and training to you, for clinical professional learner recruitment, to promote our services, to monitor our own accounts and records, to monitor our work, to report on progress made, and to let us fulfil our statutory obligations and statutory returns as set by health and the law. In order to achieve these objectives HEE will use information for the following purposes:

- Managing the provision of training programmes;
- Managing processes allied to training programmes such as certification and evidence, such as revalidation, supporting the requirements of regulators
- Quality assurance of training programmes;
- Workforce Planning;
- Improving patient safety;
- Compliance with legal and regulatory responsibilities, including monitoring under the Equality Act 2010.
- Research associated with each of the purposes described above

How we protect and use your personal data

All personal data we collect from you complies with the data protection principles, as stated in the Data Protection Act 1998 (DPA) in line with Health Education England's DPA registration held within the Information Commissioners Office. For a full list please check HEE's registration number: [ZA005728 held within the ICO's website](#)

The personal data we collect may be held as an electronic record on data systems managed by HEE or as a paper record. These records are only accessed and seen by staff who need access to personal data so they can do their jobs and other partner organisations under data sharing agreements. The security of the data follows HEE's policies on information governance management.

We make every effort to keep your personal information accurate. If you tell us of any changes in your circumstances, we can update the records with personal data you choose to share with us. We will keep personal data for no longer than necessary, in line with the NHS records retention schedule, within the NHS records management code of practice.

Sharing personal data

So we can provide the right services at the right level, we may share your personal data within services across HEE to provide the best possible training and education – this will be on a legitimate need to know basis only.

Open Data

HEE policy is to observe the Cabinet Office transparency and accountability commitments towards more open use of public data in line with relevant and applicable UK and European legislation. HEE would never share personal data through the Open Data facility. To this end, HEE will implement Information Governance protocols that reflect Information Commissioner's Office recommended best practice for record anonymisation, and Office of National Statistics guidance on publication of statistical information.

Your rights

You have the right to ask HEE stop processing your personal data in relation to any HEE service. However, this may prevent HEE providing the best possible service to you. Where possible, we will do as you ask, however we may need to hold and process your data already in our possession so that we comply with NHS retention and legal requirements.

If you find that personal data that we hold is no longer accurate, you have the right to have this corrected. Please contact the service holding your data to do this.

Cookies

When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device, for example, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally. These pieces of information are used to improve services for you through, for example:

- Enabling a service to recognise your device so you don't have to give the same information several times during one task
- Recognising that you may already have given a username and password so you don't need to do it for every web page requested
- Measuring how many people are using services, so they can be made easier to use and there's enough capacity to ensure they are fast
- Analysing anonymised data to help us understand how people interact with government services so we can make them better

You can manage these small files and learn more about them from the article, Internet Browser cookies – what they are and how to manage them.

Current cookies

We use a series of cookies to monitor website speed and usage, as well as to ensure that any preferences you have selected previously are the same when you return to our website.

Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are. We do not allow Google to use or share our analytics data.

Google Analytics
Cookie name
__utma
Duration
2 years from set/update
Description
Used to distinguish users and sessions. The cookie is created when the JavaScript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics.
Purpose
Tracks how many times (if any) you have visited the Trainee Information System (TIS) website.
Cookie name
__utmt
Duration
10 minutes
Description
Used to throttle request rate
Cookie name
__utmb
Duration
30 minutes after your visit, or after 30 minutes of inactivity
Description
Used to determine new sessions/visits. The cookie is created when the JavaScript library executes and no existing __utmb cookies exists. The cookie is updated every time data is sent to Google Analytics.
Purpose
Tracks how long you have spent on the website.
Cookie name
__utmc
Duration
End of browser session
Description
Not used in ga.js. Set for interoperability with urchin.js. Historically, this cookie operated in conjunction with the __utmb cookie to determine whether the user was in a new session/visit.
Cookie name
__utmd
Duration
6 months after it was last set
Purpose
Gives us information on how the site was reached (e.g. directly or a link, organic search or paid search)
Cookie name
__utmz
Duration
6 months after it was last set
Description
Stores the traffic source or campaign that explains how the user reached your site. The cookie is created when the JavaScript library executes and is updated every time data is sent to Google Analytics.
Purpose
Identifies where you've come from e.g. from a search engine or from another website
Cookie name
__utmv
Duration
2 years from set/update
Description
Used to store visitor-level custom variable data. This cookie is created when a developer uses the _setCustomVar method with a visitor level custom variable. This cookie was also used for the deprecated _setVar method. The cookie is updated every time data is sent to Google Analytics.
Content experiments
Cookie name
__utmx
Duration
18 months
Description
Used to determine a user's inclusion in an experiment
Cookie name
__utmxx
Duration
18 months
Description
Used to determine the expiry of experiments a user has been included in.

Note for devs: Tables continue in this style until all content in the tables is displayed

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How to control and delete cookies

We will not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by our websites, or indeed any other website, you can do this through your browser settings. The 'Help' function within your browser should tell you how. Alternatively, you may wish to visit [www.aboutcookies.org](#) which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your machine as well as more general information about cookies.

Please be aware that restricting cookies may impact on the functionality of our website. If you wish to view your cookie code, just click on a cookie to open it. You'll see a short string of text and numbers. The numbers are your identification card, which can only be seen by the server that gave you the cookie. For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual.



# Full policy document styling from .Gov site not HEE

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We use a series of cookies to monitor website speed and usage, as well as to ensure that any preferences you have selected previously are the same when you return to our website.

Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are. We do not allow Google to use or share our analytics data.

## Google Analytics

Cookie name
__utma
Duration
2 years from set/update
Description
Used to distinguish users and sessions. The cookie is created when the JavaScript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics.
Purpose
Tracks how many times (if any) you have visited the Trainee Information System (TIS) website.
Cookie name
__utmt
Duration
10 minutes
Description
Used to throttle request rate
Cookie name
__utmb
Duration
30 minutes after your visit, or after 30 minutes of inactivity
Description
Used to determine new sessions/visits. The cookie is created when the JavaScript library executes and no existing __utmb cookies exists. The cookie is updated every time data is sent to Google Analytics.
Purpose
Tracks how long you have spent on the website.
Cookie name
__utmc
Duration
End of browser session
Description
Not used in ga.js. Set for interoperability withurchin.js. Historically, this cookie operated in conjunction with the __utmb cookie to determine whether the user was in a new session/visit.
Cookie name
__utmd
Duration
6 months after it was last set
Purpose
Gives us information on how the site was reached (e.g. directly or a link, organic search or paid search)
Cookie name
__utmz
Duration
6 months after it was last set
Description
Stores the traffic source or campaign that explains how the user reached your site. The cookie is created when the JavaScript library executes and is updated every time data is sent to Google Analytics.
Purpose
Identifies where you've come from e.g. from a search engine or from another website
Cookie name
__utmv
Duration
2 years from set/update
Description
Used to store visitor-level custom variable data. This cookie is created when a developer uses the_setCustomVar method with a visitor level custom variable. This cookie was also used for the deprecated _setVar method. The cookie is updated every time data is sent to Google Analytics.

## Content experiments

Cookie name
__utmx
Duration
18 months
Description
Used to determine a user's inclusion in an experiment
Cookie name
__utmxx
Duration
18 months
Description
Used to determine the expiry of experiments a user has been included in.

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### How to control and delete cookies

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Please be aware that restricting cookies may impact on the functionality of our website. If you wish to view your cookie code, just click on a cookie to open it. You'll see a short string of text and numbers. The numbers are your identification card, which can only be seen by the server that gave you the cookie. For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual.

