

## GDPR e-learning | Information and instructions for Dioceses and Cathedrals

### Introduction and cost

A comprehensive suite of GDPR e-learning courses is now available for anyone within the Church of England structure (dioceses, cathedrals, parishes and other CofE organisations).

The courses, delivered by specialist training provider Me Learning, **cost £10 + VAT per course**.

The Church of England's Parish Buying team has negotiated a substantial discount with Me Learning for a period of three years from May 2018. (This type of course usually starts at around £25 and can cost up to £395).

### Background

Training is considered by the Information Commissioners Office (ICO) to be one of the measures organisations should take towards compliance with the new data protection regulation.

This training has been made available to help ensure that your diocese, parish or cathedral is taking the steps to comply with GDPR. It is recommended that in parishes at least one person, other than the incumbent, takes one of the courses.

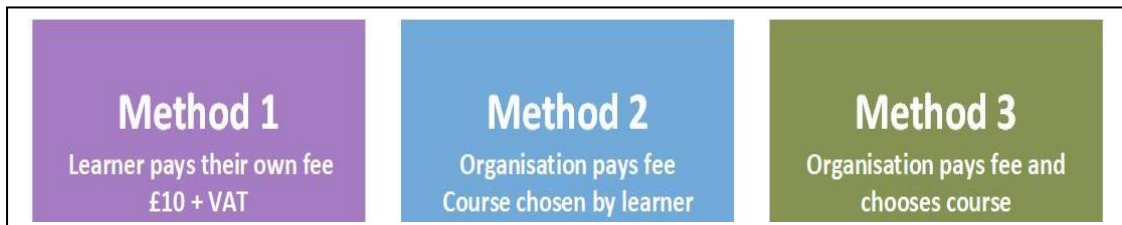
### The courses

- **Core (level 1):** This level that will be appropriate for the vast majority of staff, clergy and those holding church offices. This course includes three modules that will take around 30 minutes each to complete.
- **Marketer (level 2):** This involves detailed and extended modules for those who are involved directly in fundraising, stewardship, planned giving, pastoral or evangelism activities. This course includes six modules and will take about 3 hours to complete.
- **Foundation (level 3):** This level is for those people who have significant responsibility for data protection within a department or organisation, who are not acting as Data Protection Officers. This course includes seven modules and will take 3 hours and 30 mins to complete.
- **Practitioner (level 4):** For those who work closely with GDPR, such as Data Protection Officers. This course includes 10 modules and will take 5 hours to complete.
- **Board (level 5):** For chief officers, trustees, and senior people who need to understand their accountability responsibilities, but do not need detailed understanding of GDPR. This course includes three modules and will take 1 hour and 30 minutes to complete.

A matrix of the training courses is attached. More detailed information on each course is provided on the Me Learning website.

### How to access the courses

The training can be accessed in three different ways – please choose one or more of the methods that suits you and your learners. You can use more than one, or a combination of all three if you prefer. The use of 'diocese/cathedral' below is for illustrative purposes – each method can be used by any CofE organisation.



**Method 1 → An individual wishing to purchase a GDPR course (self-registration).**

1. If the learner is already a member of Parish Buying go straight to step 4.
2. If they are not a member they should go to the Parish Buying website - [www.parishbuying.org.uk/register](http://www.parishbuying.org.uk/register) - and register. Registration is free.
3. **NOTE:** If you have difficulty registering with Parish Buying, please contact their Customer Services Desk at [support@parishbuying.org.uk](mailto:support@parishbuying.org.uk) or phone 0800 368 0887.
4. Once registration is approved, the learner can then purchase the online training from the GDPR page on the Parish Buying website - [www.parishbuying.org.uk/gdpr](http://www.parishbuying.org.uk/gdpr). Clicking on the button to buy online training will take the learner to the registration form that asks for: Full name, email address and organisation type and name (diocese, parish etc)
5. Submitting this form will take the learner to the CofE GDPR page on the Me Learning website that shows the five courses available.
6. The learner can read information about each course and purchase the course/s that they would like to do using their credit/debit card or PayPal.
7. The learner will receive email confirming purchase with a receipt attached informing them that their account will be set up shortly (during business hours and up to one working day).
8. **NOTE:** if the learner wishes to do the training over a weekend, they must register with Parish Buying and purchase the course from Me Learning by Thursday at the latest, so that their registration can be set up on both systems by the end of Friday.
9. The learner will receive login details and can access the course for 12 months.

**Method 2 → Organisation purchases licenses (minimum 50) from Me Learning but does not know which GDPR course a learner should do.**

1. Diocese/cathedral administrator emails Me Learning at [kevin.patrick@melearning.co.uk](mailto:kevin.patrick@melearning.co.uk) confirming the number of licenses.
2. Me Learning will invoice the diocese/cathedral £10 + VAT x number of licenses.
3. Me Learning will send to the diocese/cathedral a self-registration URL (link) and the registration key.
4. Diocese/cathedral sends the URL and key **to their learners only**, instructing them to create an account. The registration key can only be used once, per person. The learner has access to the Me Learning GDPR CofE site from the self-registration page to help them choose the course they want.
5. **NOTE:** Please be aware that anyone with the URL and registration key can take the course, so please be careful about sending these out and ask learners to keep them confidential.

6. Once the learner has filled in the registration form and submitted it, they will receive login details and can access course immediately for 12 months.

### Method 3 → Organisation purchases licenses (minimum 50) from Me Learning and knows which GDPR course a learner should do.

1. Diocese/cathedral administrator emails Me Learning at [kevin.patrick@melearning.co.uk](mailto:kevin.patrick@melearning.co.uk) confirming number of licenses.
2. Me Learning will invoice the diocese/cathedral £10 + VAT x no. of licenses.
3. Me Learning will send the diocese/cathedral the bulk upload Excel template.
4. Diocese/cathedral to fill out and return to Kevin.
5. The Me Learning Helpdesk will add the learner to the CofE training site (during business hours).
6. The learner will receive login details and can access the course for 12 months.

### Registration form

- The registration form will ask learners to use drop-down menus to select from:
  - Parish – and which diocese (there is no drop-down menu for individual parishes)
  - Diocese – and which diocese
  - Cathedral – and which cathedral
  - Other (any other relevant church organisation) – and other

### Problems or queries

- There is no administration access to the Me Learning site for dioceses and cathedrals. All request or queries relating to the training or the processes listed above must be lodged with the Me Learning helpdesk at:

#### Me Learning Technical Support

Tel: 01273 455 194

Email: [helpdesk@melearning.co.uk](mailto:helpdesk@melearning.co.uk)

09:00 – 17:00 / Monday to Friday

- Please note that the NCIs (including the Parish Buying team) **do not** have access to the Me Learning administration site.

### Reporting

- If you want a report on a learner or learners' progress, you can request this from Me Learning. The report types are:
  - Learners who have not yet logged in
  - Learners who have logged in and are partway through the training
  - Learners who have completed the training

- Standard report timescales are one report per month to a diocese or cathedral on request – you must give Kevin Patrick your contact details to receive these reports.
- Please note that you will not be able to run your own reports.
- Reporting will be by diocese or cathedral. Reporting cannot be broken down by parish, but you can be given information about whether a learner registered from a parish, diocese, cathedral or 'other'.

## Welcome email

The welcome email issued by Me Learning is the same for all learners, irrespective of diocese, parish or cathedral.

### Me Learning

**Welcome to the Me Learning online training system**

Dear [name of learner]

Welcome to your online training course for GDPR. Please complete your choice of course by 25th May 2018 if possible.

The recommended browser is Google Chrome, or alternatively Mozilla Firefox, or Internet Explorer 11 or later.

To start your GDPR training course, please login using the details below:

Learner name:  
 Password:  
 Login link:     <https://cofe.melearning.university/>

On first log-in you will be asked to choose your own password.

The course has audio commentary. You can choose to mute the audio and just follow the text if you prefer. Please note that some of the supplementary videos do not have subtitles.

Please also note that we may monitor course completion at diocesan and/or cathedral level to ensure there is a good level of coverage across all areas of the church.

If you have any difficulty logging in, or accessing the training, please contact [helpdesk@melearning.co.uk](mailto:helpdesk@melearning.co.uk)

Kind regards,

The Me Learning team

### GENERAL NOTES:

1. The emails from Me Learning may land in learners' Junk Mail or Spam or "Other" folders. Please make learners aware of this.
2. All enquiries regarding the training or the processes listed above should be directed to the Me Learning Help Desk who administer the site (and not to Parish Buying or the NCIs).