



GLP Training Personal Avatar Policy

1. Purpose

GLP Training utilises digital avatars to enhance the delivery of educational, sales and supportive content. This policy establishes guidelines to protect the identity of tutors, prevent misuse of avatars, and outline the handling of avatars in cases of employment changes.

2. Ownership and Use

- Personal avatars are digital representations created for the purpose of educational, sales and supportive content.
- Your personal avatar data is neither owned by GLP Training or Synthesia - personal avatar belongs to you, and you have the right to request its permanent deletion from the Synthesia platform at any time.
- Avatars will only be used in officially approved training content and will not be modified or repurposed in any way that misrepresents the tutor.
- The use of avatars outside of GLP Training's platforms or approved communications is strictly prohibited.

3. Consent and Protection of Identity

- Employees provide consent for the avatar during the filmed creation. This is a recorded consent submitted to Synthesia.
- GLP Training commits to using avatars in a professional and ethical manner, ensuring they align with the employee's intended representation.
- Any misuse or unauthorised modification of avatars by employees, learners, or third parties will result in corrective action, including potential legal consequences.

4. Avatar Removal and Replacement

- If an employee leaves GLP Training, their avatar will be permanently deleted from all platforms within 30 days of their departure.
- Any content featuring their avatar will be updated to either replace their avatar with a new avatar or an alternative instructional format.
- Employees may request an audit of their avatar's usage at any time to ensure compliance with this policy.

5. Data Security and Privacy

- Avatars and related content will be stored securely, with access limited to authorised personnel.
- GLP Training will take all reasonable measures to prevent unauthorised duplication, sharing, or misuse of avatar data.
- Employees have the right to request information on how their avatar is being used and to raise any concerns regarding its representation.

6. Policy Compliance and Amendments

- All tutors and relevant employees must acknowledge and adhere to this policy.
- GLP Training reserves the right to update this policy as needed to reflect changes in technology, regulations, or business practices.
- Any policy updates will be communicated to employees, and continued use of avatars will require renewed consent if significant changes are made.

By agreeing to participate in GLP Training's avatar programme, employees acknowledge their understanding of and compliance with this policy.

Additional Synthesia policies and information on personal avatars can be found here:

- <https://www.synthesia.io/legal/privacy-policy>
- <https://docs.synthesia.io/docs/personal-avatars#:~:text=The%20consent%20video%20must%20be,to%20create%20your%20Personal%20Avatar>