

## **Privacy Notice – Employers**

### **Introduction**

This privacy notice is intended to be read by employers.

This privacy notice describes how we; University Centre Somerset College Group (UCS College Group), collect, use and protect your information. In this context, we are called the data controller and any individual in the workforce is called data subject.

### **About the Group**

UCS College Group is a group consisting of Bridgwater College, Taunton College, Cannington College and Strode College as well as University Centre Somerset.

Name: UCS College Group

Email address: [dpo@ucscollegegroup.ac.uk](mailto:dpo@ucscollegegroup.ac.uk)

Data Protection Officer: Emma Kilner

UCS College Group are the data controller for the purposes of data protection law, and we are registered with the Information Commissions Office (ICO) Registration Number **Z4677243**.

### **What information does the College collect?**

As part of our interaction with you, as an employer, we will store and use your details for the purposes of managing and operating the college, and to communication with you about your students.

We will record details such as your employer name, address, contact telephone numbers, who the main contacts are in your organisation are, how many employees you have and what your organisation does. We will also record whether you are levy paying employer and any documents that you have signed in relation to apprenticeship agreements.

We will only process personal information where we have a lawful basis to do so. In most cases, this will be because processing is necessary for our legitimate interests, to perform our public task, to fulfil contractual requirements or to comply with legal obligations.

We may collect:

- names and job titles;
- business contact details;
- employer organisation details;
- apprenticeship and training agreement records;
- correspondence and meeting records;
- levy status and funding-related information;
- information relating to apprentice placement arrangements.

We obtain information directly from employers and employer representatives through enquiries, contracts, apprenticeship arrangements, meetings and ongoing communications.

### **What is the purpose and legal basis for processing?**

We process your personal data for the purposes set out below. Depending on the activity, we rely on contractual, legal, public task and legitimate interest grounds under UK GDPR, together with additional protections where special category or criminal offence data is processed.

| <b>Purpose</b>                                   | <b>Lawful basis</b>                         |
|--------------------------------------------------|---------------------------------------------|
| Managing apprenticeship programmes               | Necessary for the performance of a contract |
| Managing employer relationships                  | Legitimate interests                        |
| Meeting ESFA and funding requirements            | Legal obligation / public task              |
| Communication regarding learners and apprentices | Legitimate interests and public task        |
| Audit, funding claims and compliance activities  | Legal obligation                            |

### **How long we keep your information**

We will retain employer contact information only for as long as required to administer apprenticeship, training, employer engagement, funding and contractual arrangements. Records will then be securely deleted in accordance with our retention schedule.

### **How we share your information**

We may share personal information such as your employer name and address with our funding bodies for the purpose of fulfilling our contractual obligations and ensuring that we receive the funding for the qualifications we are delivering.

We may share information with:

- the Department for Education;
- ESFA and successor funding bodies;
- awarding organisations;
- Ofsted and regulators;
- auditors;
- contracted service providers;
- software providers acting on our behalf;
- government agencies where required by law.

### **How we transfer your information outside of Europe**

We do not routinely transfer personal information outside the UK. Where personal information is transferred internationally, appropriate safeguards will be implemented in accordance with UK GDPR.

### **Automated decisions we take about you**

We do not make automated decisions using your information.

We take the security of your information seriously and have appropriate technical and

organisational measures in place to protect personal information against unauthorised access, loss, misuse or disclosure.

### **Your rights**

You have a number of rights over your personal information, which are

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Please be aware that exemption may apply when making a request to exercise your rights, for example where we must retain or process some information for legal purposes. For more information visit [www.ico.org.uk/your-data-matters](http://www.ico.org.uk/your-data-matters)

If you would like to exercise any of these rights, please contact the Data Protection Officer [dpo@ucscollegegroup.ac.uk](mailto:dpo@ucscollegegroup.ac.uk)

### **Who can I complain to?**

If you believe that the College Group has not complied with your data protection rights, you can complain to the Information Commissioner [www.ico.org.uk](http://www.ico.org.uk).