

Stakeholder /Employer Privacy Notice

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) which will come into effect in the UK on 25 May 2018.

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by the National College for High Speed Rail.

Data Controller

The National College for High Speed Rail, 2 Lister Street, Birmingham, B7 4AG is the Data Controller.

Data Protection Officer

Sally Brook Shanahan
Dataprotectionofficer@nchsr.ac.uk

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws. With effect from 25 May 2018, the General Data Protection Regulations (“GDPR”) will come into force.

How we safeguard your information

We take care to protect the information we hold about you. For more information about this please refer to our data protection policy.

The information we may collect

- Your name
- Your job title
- Your work telephone number(s)
- Your email address(es)
- Company details
- Your biography
- Your image (photographs/filming)

How we use the information

The above information may be used to:

- Recruit apprentices
- Provide learning opportunities (eg mentoring and careers talks)
- Invite you to relevant events and networking opportunities
- In connection with the management and administration of Leadership Pledges

To ensure we meet our obligations regarding safeguarding, PREVENT Duty and Health and Safety and other relevant legal obligations

Visits and use of the NCHSR website and visits to the college

Event registrations through tools such as Eventbrite

Use of NCHSR's social media

Attendees of corporate seminars and webinars hosted by NCHSR

Subscribers to the NCHSR newsletter updates

Requests for information about products and services offered by NCHSR (including quotes)

How we hold the information

All the personal data we have is stored on our database in the UK.

Disclosure of your information

Your CV and related information will be shared or sent to prospective employers, mentors and work experience providers.

Learners who are on a course which is delivered in partnership with another provider will have their details shared with the partner provider.

Employed apprentices will have their details shared with their employer. This may be directly, or via the Joint Venture contact, if applicable.

Other trusted third parties that we may share your data with include, but are not limited to Prospect Connect, Social Communications, government departments including the Education and Skills Funding Agency (ESFA) and the 'Find an Apprentice' service.

What is the legal basis for processing the information

The College holds and processes your data so it can fulfil its obligation to you as a stakeholder.

Marketing activity will be carried out on the basis of consent.

Your rights

You currently have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information please email our Data Protection Officer.

In addition to this right of access, you will also have the following rights: erasure, restriction of processing, objection and data portability. We will update you further in connection with these rights when they come into force.

Retention of your data

Your data will be retained for no longer than is necessary and in accordance with our Data Retention Policy.

Withdrawal of consent

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable courses or employment, you have the right to withdraw this at any time. In order to do so you should contact us by emailing our Data Protection Officer.

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at <https://ico.org.uk/concerns/>. (Please refer to our data protection policy)

Contact

Please address any questions, comments and requests regarding our data processing practices to our Data Protection Officer

Changes to the Privacy Notice

This Privacy Notice may be changed by us at any time, in order to comply with current legislation.