

## **Learner and Learner Applicant 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**

We collect information about you in order to ensure you have access to information on potential courses, apprenticeships, news and events taking place at the College.

The information about you we may collect, hold and process is set out below:

(A) Information collected and processed for finding you employment and education is as follows:

- Your name
- Your address
- Your email address
- Job preferences including role, geographical areas and salary
- Any other work related information you provide
- Details of unspent convictions
- A log of our conversations with you
- The following information is consensual:
  - Your nationality, ethnicity, religion \*
  - Your gender\*

(B) Information in respect to individuals that study with us is as follows:

Information from section A

In some cases a copy of passports, permits and visa

References

National Insurance Number

Full details of employment and education offers, placements and mentors

Disciplinary and welfare details

Course progression details (including attendance and punctuality)

Images

Medical information

Emergency contact details

Financial information, to support bursary applications

Results of assessment, including for additional support

A log of our communications with you

A log of our communications with interested and trusted third parties e.g. employers

The following information is consensual:

Sexual orientation

This information will have been provided, or will be provided, by you or a third party who we work with, such as your employer. In the case of references, these will be from your previous employer. Medical information may be supplied by a third party such as your GP, Consultant or Occupational Health. Details of unspent convictions will be provided by yourself and we may request information from external organisations, such as probation services, to support any risk assessments.

### **How we use the information**

The above information is used to provide our services to you in our capacity as a College to find you suitable apprenticeships and courses and to ensure you are supported throughout your time with us.

The information under A above may be used as follows:

To match your skills and abilities to appropriate employment and educational opportunities

To put forward your details to employment opportunities

To ensure you are placed on the most appropriate course or employment opportunity

To keep you informed of opportunities and College developments

To monitor our compliance with the Single Equality Act 2010

### **The information under B above may be used as follows**

To establish that you have the right to work and study in the UK

To assess the risk and support needs arising from any unspent convictions

To be able to respond effectively to any medical or support needs

To put in place contractual arrangements when apprenticeships and courses are secured

For security purposes and evidence of learning (images)

## **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: Education and Skills Funding Agency, OFSTED, QAA, FE Commissioner and where applicable, Sheffield Hallam University, Tribal and BKSB

## **What is the legal basis for processing the information**

We will rely on your consent to process the information marked with an \* above which is collected at the outset of the recruitment process.

Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.

In respect of medical information, the basis for us processing this will depend on the circumstances, but will usually be for one of the following reasons: it is necessary to protect health and safety or to prevent discrimination on the grounds of disability or where consent has been obtained, if required.

Information in relation to unspent convictions will be processed on the grounds of health and safety.

We may also process your data on the basis of our legitimate interests i.e. for administrative purposes.

## **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.