

## EMPLOYER CONTACT PRIVACY NOTICE

**The New Collaborative Learning Trust vision is to create a culture of protecting privacy and personal data. Personal data is information which ‘relates to and identifies a living individual’. Personal data should be adequate, relevant and limited to what is necessary.**

### **Who does this notice apply to?**

This privacy notice applies to any contact information processed in the course of building relationships with local and regional employers to support student progression.

### **Data controller and collection**

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust. The Trust is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations

### **Why do we collect and use employer information?**

We collect information about local employers for the purposes of supporting students, and providing services such as our work experience programme. We process personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The main legal basis under GDPR for visitor information therefore falls under the following legal basis:

- **GDPR Article 6(1)f** - Processing is necessary for the purposes of the legitimate interests pursued by the controller

For the purposes of our work experience programme placement providers are required to meet legal expectations around safeguarding and health & safety. Placement providers therefore enter into an agreement to share information to ensure adequate measures are in place to provide students with a safe work placement. In this case the legal basis for processing fall under the following categories:

- **GDPR Article 6(1)b** - Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- **GDPR Article 6(1)c** - Processing is necessary for compliance with a legal obligation to which the controller is subject

We do not undertake any automated decision making.

### **Categories of employer information**

The organisation collects and processes the following types of information:

- Full contact name
- Company/organisation name
- Contact's job role/job title
- Work related contact information, such as address, telephone/mobile number, email address

### **Collecting employer information**

Representative(s) of local employers will be asked to provide information through forms that they will be asked to or will be required to complete. These forms will mostly be in electronic format, with a link being sent to you, however in some circumstances may also be collected in written format.

### **Storing employer data**

We will store employer contact data for no longer than necessary, in accordance with data protection legislation and best practice. In some circumstances data could be held longer if this is required for compliance with a legal obligation to which the data controller is subject. Employer data will be stored electronically and held centrally at Trust Headquarters or on site.

Retention of the data includes the following

- Last point of contact + 2 years

The organisation will put measures in place to ensure that data is deleted or anonymised at the end of the relevant retention periods.

#### **Who do we share employer information with?**

This information is shared internally with other staff within the college/school, and may also be shared with other colleges/schools within New Collaborative Learning Trust. Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

#### **Requesting access to your personal data**

Under data protection legislation data subjects have the right to request access to information that we hold. This is known as a subject access request. If any exemptions apply you will be notified. To make a request for your personal information, please contact the Trust Data Protection Officer on 01977 802802 or via email to [Data.Protection@nclt.ac.uk](mailto:Data.Protection@nclt.ac.uk)

Other rights in relation to data processing include:

- objection to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, having inaccurate personal data rectified, blocked, erased or destroyed

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

#### **DATA PROTECTION OFFICER**

If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to [Data.Protection@nclt.ac.uk](mailto:Data.Protection@nclt.ac.uk) or by calling 01977 802802.