

WORK EXPERIENCE AND SUPPORTING EMPLOYERS 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 ‘processes’ (including collects, uses, stores, deletes, etc.) personal 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. For work experience placements, the Trust and placement providers must ensure that relevant safeguarding and health and safety requirements are met. We therefore process appropriate employer and placement contact information to arrange, administer and monitor placements and to help ensure that students are provided with a safe work experience placement.

Lawful basis for using this information (UK General Data Protection Regulation – ‘UK GDPR’)

Depending on the purpose, our processing of your information will be due to one of the following:

- delivering a public task [Article 6(1)(e)] – arranging and administering work experience placements as part of the Trust's educational functions
- to meet a legal requirement [Article 6(1)(c)], where processing is necessary to meet applicable safeguarding, health and safety or other statutory requirements relating to work experience placements
- for the performance of a contract [Article 6(1)(b)], between the employer and NCLT
- to protect the vital interests of you or someone else [Article 6(1)(d)], for instance sharing your details with the emergency services

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.

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.

NCLT does not transfer personal data to countries outside the UK, European Economic Area or to other territories under circumstances not recognised by the Information Commissioner's Office (ICO). We will not pass your information to third parties for direct marketing purposes.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. These are summaries below.

Legal Basis	Right under the Law						
	Informed	Access	Rectification	Erasure	Restriction	Portability	Objection
Consent Art.6(1)(a)	✓	✓	✓	✓	✓	✓	Withdraw consent
Contract Art. 6(1)b	✓	✓	✓	✓	✓	✓	✓
Legal Obligation Art.6(1)(c)	✓	✓	✓	X	✓	X	X
Vital Interest Art.6(1)(d)	✓	✓	✓	✓	✓	X	X
Public Interest Art.6(1)(e)	✓	✓	✓	X	✓	X	✓
Recognised Legitimate Interest Art.6(1)(ea)	✓	✓	✓	X	✓	X	X
Legitimate Interest Art.6(1)(f)	✓	✓	✓	✓	✓	X	✓
The availability of a right may depend on the circumstances of the request and any applicable exemptions under UK GDPR and the Data Protection Act 2018. In some cases, we may be able to refuse the request, continue processing, or rely on a statutory exemption.							

Automated Decision Making

We do not use automated decision making which would have legal or a similarly significant effect on an individual.

Requesting access to your personal data

Under data protection legislation students/pupils have the right to request access to information about them that we hold. To make a request for your personal information, please contact the Trust Data Protection Team by email:- data.protection@nclt.ac.uk.

Contact

Here is our Data Privacy page - <https://nclt.ac.uk/data-protection-and-freedom-of-information/>

If you have an enquiry or complaint about the way we are collecting or using your personal data, you should raise it with us in the first instance. You can also raise issues directly to the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

Data Protection Officer

If you would like to raise a complaint or discuss the handling of your data by NCLT, please contact the Trust Data Protection Team. email:- data.protection@nclt.ac.uk or by calling 01977 802802.