

## Privacy notice for employers

This privacy notice covers personal data for employers who work with City College Norwich. It explains how City College collects, uses and shares your personal data and informs you of your rights with regard to the personal data we hold.

The College, as a registered Data Controller, has an obligation to comply with the Data Protection Act 2018 and the General Data Protection Regulation. The College is the 'data controller' for the purposes of data protection law.

Our **data protection officer** can be contacted at [data\\_protection@ccn.ac.uk](mailto:data_protection@ccn.ac.uk).

### The personal data we collect and why we collect it

#### Keeping in touch with employer contacts

We collect basic personal data in order to keep in touch with you and to provide services that you have requested. We collect your name, address, phone number, email address, website address and the nature, state and size of your business. We do not, for this purpose collect any special categories of data relating, for example, to disability or ethnic background.

We may contact you to promote services that may benefit your business, such as careers events, networking events, or employment opportunities. We also use the data to guide our employer engagement activities, for example, to contact you regarding opportunities you may be advertising that may be of interest to our students and/or graduates. We send a business e-newsletter to contacts in addition to specific marketing for certain programmes: you can unsubscribe at any time using the link in the e-business newsletter.

We process your data on the basis of your consent which you may withdraw at any time using the contact information that can be found towards the end of this document.

#### Specific schemes or initiatives

You may participate in a particular scheme or initiative, and in such that case, we would ask you to provide the required data through specific documentation, which could include an explanation of what we are collecting and why. We process the data on the basis that it is necessary for the performance of a contract you have with us or because you asked us to take action before entering a contract. If we do seek to collect special category data, we will identify an additional 'condition for processing' and make you aware of this as required under current data protection legislation.

#### Placements/Work Experience

City College works with employers to provide periods of work experience as well as substantial industry placements (315hrs+) which offers young people the opportunity to develop their skills in a workplace environment. Work experience that is well-planned and well-organised has an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work. With industry placements the duration of the placement allows for further practical and technical skills development as well as the development of those key employability skills. Experiences such as these are one of the most important activities linking employers and educational establishments.

## **Apprenticeships**

We collect personal and financial data relating to employers. We process your data in order to support quality assurance and to meet the requirements of government agencies such as ESFA (Education Skills Funding Agency), Higher Education Statistics Agency (HESA), QAA (Quality Assurance Agency), Office for Students (OfS) and Ofsted (Office for Standards in Education, Children's Services and Skills). We process the data because it is necessary for the performance of a contract or to comply with our legal and regulatory obligations.

## **How do we collect the data?**

We collect the data through our Customer Relationship Management database (CRM) or through other College systems. We also use a third-party work placement administration system called GroFar. Our systems are secure and open to access only by authorised staff.

We also collect data through our website. The City College Norwich website does not capture nor store personal data except where you voluntarily choose to provide your personal details (for example through one of our forms).

Any personal data collected through this website, on forms for example, will only be used for the purpose stated on the relevant page. Where you provide the College with your personal details via the Internet, we will not pass the data to any other organisations or individuals without your consent.

Our web server automatically collects standard information, including your IP address, browser type, operating system and access times.

For information on cookies and how we use them, please visit: <https://www.ccn.ac.uk/privacy-and-cookies>

## **Data sharing**

We do not share your data with third parties, unless the employer is engaged in an apprenticeship programme with the College. For apprenticeships we are required to share personal data with government agencies and regulators such as ESFA (Education Skills Funding Agency), Higher Education Statistics Agency (HESA), QAA (Quality Assurance Agency), Office for Students (OfS) and Ofsted (Office for Standards in Education, Children's Services and Skills).

## **How long do we keep your personal data?**

We will retain personal data in order to keep in touch with employers for as long as necessary or unless you withdraw consent or do not renew it when requested during our periodic reviews of mailing lists. We will review our mailings lists every four years.

The College is required to retain apprenticeship records for a period of seven years from the end of the apprenticeship.

## **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's vital interests)
- We have legitimate interests in processing the data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the College's use of your data.

## Your rights

### How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the College holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** at [data\\_protection@ccn.ac.uk](mailto:data_protection@ccn.ac.uk).