

### **Privacy Notice- Apprenticeships**

**Oxford Brookes University (OBU)** will be the Data Controller of any personal data that you supply. This means that they will make the decisions on how your data is used and for what reasons. You can contact OBU's Information Management Team on 01865 485420 or email [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk).

#### **Why do we need your data?**

- To comply with funding and reporting rules set out by the Education and Skills Funding Agency.
- To meet contractual obligations set out in the contract for service for delivery of the apprenticeship between your employer and OBU.

#### **OBU's legal basis for collecting this data is:**

- OBU need to use this to enter into a contract with you or maintain an existing one
- OBU have a legal obligation to use your data (such as reporting statistics to government, etc)
- OBU may need to use this data to protect you or others from the risk of harm

**If OBU asks you for sensitive data such as; racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, data concerning health or sexual life, genetic/biometric data or criminal records OBU will use these data because:**

- OBU need to use this data for employment, social security or social protection law, or a collective agreement
- OBU need to use this data to protect you or others from the risk of harm where consent can't be given
- OBU need to use this data for legal purposes
- OBU need to use this data to assess, diagnose, administrate and offer services for workplace health and wellbeing services

#### **What types of personal data will Oxford Brookes University use?**

- Personal contact information
- Equality and diversity measures
- Proof of qualifications, ID, right to work, eligibility for additional funding
- Information about your employer and employment

#### **Who will OBU share your data with?**

- Your employer
- If you are studying on an apprenticeship programme with a non-integrated End Point Assessment, the University will need to share your data with the End Point Assessment Organisation
- The Education and Skills Funding Agency and the Office for Students (Government-Department for Education).
- The information you provide may be used by the Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.

#### **Will OBU transfer my data outside of the UK?**

No

**What rights do I have regarding my personal data that OBU holds?**

- You have the right to be informed
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- the right to object to OBU using your data
- You have rights in relation to using your data automated decision making and profiling.

**Where did OBU source my data from?**

- Data is gathered directly from the apprentice during the apprenticeship sign up process, at enrolment and through the maintenance of your apprenticeship record.
- Data regarding your employment status, job role and progress with the apprenticeship in the workplace will be gathered from employer contacts named in the commitment statement.
- Data may be gathered from the ESFA- if you do not have/are unable to provide a Unique Learning Number (ULN), the University will contact the Learning Records Service to request a number is allocated <https://www.gov.uk/education/learning-records-service-lrs> .
- Data regarding your end point assessment may be reported to the University by the End Point Assessment Organisation (EPAO).

**Are there any consequences of not providing the requested data?**

- The University will require data to be shared in order to meet contractual obligations to your employer and the Education and Skills Funding Agency.
- Additional funding may be provided by the ESFA to support Apprentices who have additional learning needs and have an Education Health Care plan (EHC) in place. The University may require information regarding additional needs to be shared in order to provide relevant support.

**Will there be any automated decision making using my data?**

Yes – apprentices who share information regarding an additional learning need may be automatically assessed for support. If you are eligible for support you will be contacted by phone and/or email by the wellbeing or apprenticeships team.

**How long will OBU keep your data?**

Apprenticeship records will be retained until the end of the apprenticeship programme + 6 years.

**Who can I contact if I have concerns?**

You can contact the Information Management team.

Postal Address: GDPR Queries, Information Management Team, IT Services, Room 2.12, Gibbs Building, Headington Campus, Gipsy Lane, Oxford, OX3 0BP

Email: [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk)

Tel: 01865 485420