

Full privacy notice

1. Introduction

The TRAC Development Group secretariat services are provided by the Office for Students (OfS). The OfS is the regulator of the higher education sector in England and has certain statutory functions set out in the Higher Education and Research Act 2017. You can find more information about the OfS and the work that it does on its website: www.officeforstudents.org.uk

The OfS is committed to protecting your personal information and being clear about what information we hold about you and how we use it. This privacy notice tells you what to expect when the OfS collects personal information.

The OfS is registered with the Information Commissioner's Office (ICO). Its registration number is ZA309955 and you can check its entry details on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>

2. Data controller and Data Protection Officer

The OfS is the 'data controller' of any personal information collected within scope of this privacy notice. Location and contact details are below:

Office for Students
Nicholson House
Lime Kiln Close
Bristol
BS34 8SR

Tel: 0117 931 7317

Email: dp@officeforstudents.org.uk

The Data Protection Officer (DPO) is the first point of contact for people whose information is processed. You can contact the DPO using the details above.

3. How the OfS will use your information

The OfS can only use your personal information where it has a specific purpose or purposes for doing so:

- To conduct a shortlisting exercise
- To invite you to interview (if relevant)
- To monitor applicant pools for equality and diversity data (you may prefer not to supply this data)
- The OfS publishes non-identifiable data under its Public Sector Equality Duty
- The OfS is a Disability Confident employer and may ask for certain information to enable it to carry out its responsibilities in this area - for example, making reasonable adjustments for the interview process.

If the OfS wants to use your personal information for a reason other than those purposes set out above, it will tell you before it starts that use and will provide further information about the new purpose(s).

4. Legal basis for using your personal information

Under data protection legislation, the OfS requires a legal basis to be able to process your personal information for the purposes set out above.

In this case, the legal basis is:

- *Consent (GDPR Article 6(1)(a) and Article 9(2)(a))*

Withdrawal of consent

Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason. If you wish to withdraw consent, please do so in writing to:

Data Protection Officer
Office for Students
Nicholson House
Lime Kiln Close
Bristol
BS34 8SR

Email address: dp@officeforstudents.org.uk

Once consent is withdrawn, the OfS will destroy all relevant personal information unless it is relying on a different legal basis to justify keeping your personal information. If that is the case, the OfS will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew consent.

5. What personal information the OfS will collect

The personal information that the OfS will collect and use as part of this application process is set out below:

- Name and contact details
- Work history as described in application statement

From the equality and diversity monitoring form

- Age range (optional)

Special category data

- Ethnicity (optional)
- Disability (optional)
- Gender (Optional)

At interview invite you will be asked if you require any reasonable adjustments to be made in relation to the interview process. This information will be held and used separately from the application form.

6. Who the OfS gives your personal information to

The OfS will not routinely pass your information to any other organisation except where required to do so as part of its functions or by law.

7. Where your personal information will be stored

Your personal information will be stored securely within the UK and will not be transferred outside that territory unless required by a court order.

8. How the OfS protects your personal information

The OfS has a number of security measures in place to protect your personal information, listed below:

- Accredited to the [Cyber Essentials](#) PLUS standard for cyber security.
- All staff are required to undertake training in data protection and information security on joining the OfS and then on an annual basis.
- Formal information security policies that must be read and understood by all staff.
- Personal information is only available to those members of staff who require access as part of their role.

9. Your rights over your personal information

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to request:

- A copy of your personal information
- Inaccurate personal information held about you is corrected
- Your personal information to be deleted
- Processing of your personal information is restricted
- A copy of your information in a format that allows easy transfer ('data portability')
- That you are not subject to automated decision making or profiling (if these take place).

All these rights have certain limitations depending on the request and the purpose for which the OfS is holding your personal information. Further information can be found about these rights and OfS processes for handling such requests at:

www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/

10. How long the OfS will hold your personal information

The OfS is only able to retain a copy of your personal information as long as it is still needed for the purpose(s) for which it was collected. The personal information you have submitted will be kept for two years.

After that point, your personal information will be confidentially and securely disposed of.

11. Complaints about the use of your personal information

If you are unhappy with the way in which your personal information has been handled by the OfS, please contact the OfS Data Protection Officer (details in section 2) and they will try to resolve your issue informally.

If the OfS is not able to resolve the issue to your satisfaction, you can also make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) and they can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

12. Changes to this notice

The OfS keeps its privacy notices under regular review and will inform you of any changes to this notice in writing.

This privacy notice was last updated on 25 January 2019.