

# Full privacy notice – Recruitment of independent members to OfS committees November 2019

## 1. Introduction

The Office for Students (“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 OfS and the work that we do on our website:

<https://www.officeforstudents.org.uk/>

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.

## 2. Data controller and Data Protection Officer

OfS is the “data controller” of any personal information collected within scope of this privacy notice. Our 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](mailto:dp@officeforstudents.org.uk)

Our Data Protection Officer (DPO) is the first point of contact for people whose information is processed. Contact details for our DPO are as follows:

Data Protection Officer  
Office for Students  
Nicholson House  
Lime Kiln Close  
Stoke Gifford  
BRISTOL  
BS34 8SR

Email: [dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk)

Tel: 0117 931 7270

## 3. How we will use your information

We can only use your personal information where we have legitimate reasons for doing so and have told you what those reasons are.

We will use your information as part of the recruitment process.

To achieve the above aims, the specific uses that will be made of your personal information are listed below:

- To conduct a shortlisting exercise
- To invite you to interview (if relevant)
- To monitor applicant pools for our equality and diversity data (you may prefer not to supply this data)
- We publish non-identifiable data under our [Public Sector Equality Duty](#).
- We are a [Disability Confident](#) employer and may ask for certain information to enable us to carry out our responsibilities in this area - for example, making reasonable adjustments for the interview process.

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

#### **4. Legal basis for using your personal information**

Under data protection legislation, we require 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](mailto:dp@officeforstudents.org.uk)

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If that is the case, we 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 we will collect**

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

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

##### ***From the Equality and diversity monitoring form***

- Age range (optional)

#### Special category data

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

At interview invite we will ask 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 we give your personal information to**

We will not routinely pass your information to any other organisation except where required to do so as part of our 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 do we protect your personal information**

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

- Aligned to the [Cyber Essentials scheme](#);
- All staff are required to undertake training in data protection and information security on joining 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:

- Ask for a copy of your personal information
- Correct inaccurate personal information held about you
- Ask for your personal information to be deleted (within certain limits)
- Restrict processing of your personal information
- Ask for a copy of your information in a format that allows easy transfer (“data portability”)
- Object 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 we are holding your personal information. Further information can be found about these rights and our processes for handling such requests at:

<https://www.officeforstudents.org.uk/contact/how-to-request-information-from-us/how-to-make-a-request-to-access-your-personal-information/>

## **10. How long we will hold your personal information**

We are 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 OfS, please either contact us at: [dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk) or via our Data Protection Officer (details in section 2) and we will try to resolve your issue informally.

If we are 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](mailto:casework@ico.org.uk)

## **12. Changes to this notice**

We keep our privacy notices under regular review and we will inform you of any substantive changes to this notice in writing.

This privacy notice was last updated on 16 May 2019.