

## Privacy notice for the Teaching Excellence Framework (TEF) and student outcomes consultation events for students

The General Data Protection Regulation (GDPR) requires that clear and transparent information is provided to individuals about the use(s) that will be made of their personal information: “The principle of transparency requires that any information and communication relating to the processing of those personal data be easily accessible and easy to understand, and that clear and plain language be used.” (GDPR Recital 39)

To fulfil this obligation, we are employing a layered approach to privacy notices where a short form overview is provided at the point at which personal data is collected, with a link then provided to a full detailed privacy notice.

### Short form summary privacy notice

Here is a short summary of how the personal information you submit will be held and used:

- Participating in the consultation events is optional. If you choose to participate, we will require you to provide certain personal information (name, email address, name of provider, and role). This will be used to understand who has registered and wishes to participate, and to communicate essential information about an event. Personal information is also used to confirm that an attendee is genuine.
- The Data Controller of the personal information you submit will be the Office for Students.
- The legal basis for processing your personal information Article 6(1)(e) - public task; is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Registration will take place via Eventbrite and the personal information will be collected at that point in accordance with our Eventbrite privacy notice, available on our [privacy notices webpage](#).
- Notes and transcriptions of the consultation events will be stored in Microsoft Teams on a secure UK server.
- Notes and transcriptions of the consultation events will be retained for one year after the end of our final decision or our published response then securely disposed of.
- You have certain rights in relation to your personal information, which are set out at: <https://ico.org.uk/your-data-matters/>.
- You may contact our Data Protection Officer ([dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk)) with any queries or concerns you have about the use of your personal information. You may also wish to read the full privacy notice, available at [www.officeforstudents.org.uk/ofs-privacy/privacy-notice/](http://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/).

# Full privacy notice

## 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 (HERA) 2017. You can find more information about the OfS and the work that we do on our website: [www.officeforstudents.org.uk](http://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 as part of its consultation events. The OfS holds such events to promote its work as a regulator and to support its statutory functions. In this instance, the OfS is holding events to gather feedback from students as part of our consultations into the Teaching Excellence Framework (TEF) and regulating student outcomes. Participation at these events is optional. To enable us to gather feedback, these events will be transcribed and a note made of the discussion by an OfS member of staff. By joining the session, participants are agreeing to these actions.

Microsoft Teams is the software used to deliver and manage events, allowing participants to log in and attend them at the specified time.

Individuals can register for the sessions via Eventbrite. Eventbrite is the software used to manage registrations for these events through online registration forms. There is a separate privacy notice telling you what to expect when the OfS collects personal information submitted within Eventbrite registration forms, available on our [privacy notices webpage](#).

The OfS is registered with the Information Commissioner's Office (ICO). Our registration number is ZA309955 and you can check our 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. 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. You can contact the DPO using the details above. You should note that this email

address is monitored by other members of the OfS's data protection team. Therefore, please mark any correspondence 'for the attention of the Data Protection Officer'.

### **3. What personal information we will hold and use**

The personal information we will collect when individuals register for an event is outlined in our existing privacy notice for Eventbrite, available on our [privacy notices webpage](#). This will include:

- name
- email address
- name of higher education provider
- your role (from a list provided to select from)
- which country you are attending from.

In addition, during each event, we will collect the feedback of participants during the discussions. This will be done by taking notes and transcribing the session.

### **4. Our purpose for using the information**

We can only use your personal information where we have a specific purpose or purposes for doing so.

The current consultations make detailed proposals for the Teaching Excellence Framework (TEF) and the regulation of student outcomes. We welcome responses from anyone with an interest in these topics and we are particularly, but not only, interested in hearing from students and their representatives. This group will be among the most affected by our proposals. To recognise that many students and their representatives have, in previous OfS consultations, been reluctant to submit formal written responses, the OfS is holding a series of online consultation events for these groups. As part of these events, we will take anonymised notes and transcribe the discussions and use this material as part of our overall analysis of consultation responses.

We use registration forms on Eventbrite to ensure the booking process is as simple as possible for invitees. To achieve the above aims, the specific uses that will be made of your personal information when registering for an event are set out in our Eventbrite privacy notice, available on our [privacy notices webpage](#).

The uses that will be made of your personal information during each listening session are set out below:

- To inform participants that the session will be transcribed and notes taken of the discussion and, that by joining the session, they are consenting to this.
- To inform participants how their feedback will be used, how it's being stored, and how long we will keep it for.
- The feedback provided during the listening sessions will be used to understand the views of students and will form part of our overall analysis of consultation responses.

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).

## **5. 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:

- Article 6(1)(e) - public task. The legal basis for processing your personal information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

## **6. Who we share your personal information with and why**

As your personal information will be submitted within a registration form on Eventbrite, any personal information you submit will be stored by, and accessible to, Eventbrite. This is explained in our Eventbrite privacy notice, available on our [privacy notices webpage](#).

Eventbrite processes personal information in accordance with its own privacy policy: [https://www.eventbrite.co.uk/support/articles/en\\_US/Troubleshooting/eventbrite-privacy-policy?lg=en\\_GB](https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB)

Please only submit any personal information which you are happy to have processed in accordance with Eventbrite's privacy policy.

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. How long we 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 one year after the end of our final decision or our published response. This includes the transcriptions and the notes of the discussions that take place at the student consultation events. Comments submitted in the chat function during these events will be held within Microsoft Teams for 30 days after each session has taken place.

After that point, your personal information will be confidentially and securely disposed of. If we need to keep your personal information for longer than the retention period above, we will inform you and explain the reasons for this.

## **8. Where your personal information will be stored**

Personal data submitted when registering for an event is held by Eventbrite. Eventbrite is based in the USA and so any personal information to them is held in the USA. This is covered in the Eventbrite privacy notice.

Other personal information will be stored in Microsoft Teams on a UK server in the UK and will not be transferred outside that territory unless required by a court order. This includes the notes and transcriptions of the consultation events.

## **9. How we protect your personal information**

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

- Accredited to the [Cyber Essentials](#) PLUS standard for cybersecurity.
- All staff are required to undertake training in data protection and information security on joining the OfS.
- 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.

You can read more information on our approach to information security on our website: [www.officeforstudents.org.uk/ofs-privacy/information-security/](http://www.officeforstudents.org.uk/ofs-privacy/information-security/).

## **10. 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 we are holding your personal information. Further information can be found about these rights and our processes for handling such requests at: [www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/](http://www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/).

## **11. Use of cookies on OfS website**

Cookies are test files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to complete statistical reports on website activity. For further information about our cookies visit: [www.officeforstudents.org.uk/cookies/](http://www.officeforstudents.org.uk/cookies/) or for further general information visit: [www.aboutcookies.org](http://www.aboutcookies.org).

## **12. 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 us via our Data Protection Officer (details in section two) and we will try to resolve your issue informally.

If you remain dissatisfied, you can complain 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)

## **13. Changes to this notice**

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

This privacy notice was last updated on 1 February 2022.