

Student panel recruitment - privacy notice

Introduction

The Office for Students (“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 OfS collects your personal information.

Why we process personal data

We process personal information to enable us to fulfil our public tasks including our responsibilities as the lead regulator for higher education in England. This function is directed by the Secretary of State and is in accordance with our legal obligations including those described 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/>

Data controller and Data Protection Officer (DPO)

OfS is the “data controller” of any personal information collected within scope of this privacy notice.

Under the General Data Protection Regulation we are required to appoint a Data Protection Officer. The DPO is responsible for monitoring our compliance with data protection legislation, and is the point of contact for concerns you may have over how we are processing personal data, and any incidents you want to report to us.

The Office for Students DPO contact details are:

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

Email: dp@officeforstudents.org.uk

Tel: 0117 931 7317

How we will use your information

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

We will use your information as part of the recruitment process for the following purposes:

- To conduct a shortlisting exercise
- To invite you to interview (if relevant)

- To contact you after the interview stage to let you know the outcome of the interviews (if relevant)
- To contact those who have been appointed to the panel for administration of the student panel
- 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.
- We would like to send you relevant news and opportunities to be involved with OfS work even if you are not successful in your application. You will be able to consent to receiving news and opportunities when you submit your application.

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).

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))
This is where the data subject has given consent to the processing of their personal information.

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

Tel: 0117 931 7317

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.

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
- If you consent to receive email updates from the OfS: name and email address
- Work history as described in your application statement.

From the equality and diversity monitoring form

- Age range (optional)

Special category data

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

At the 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.

Who we share your personal data with

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.

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.

How we protect your personal information

We protect the personal data we hold under a framework of measures, including:

- Aligned to the [Cyber Essentials scheme](#);
- a range of physical, technical and organisational security measures, for example, access control, encryption, secure collection of data over our extranet
- the use of fair processing notices so that individuals are aware of why we hold it (noting that we have a statutory right to hold data relevant to our public role)
- only keeping personal data for legitimate reasons
- keeping personal data confidential, retaining its integrity but making it available (through restricting access) only to those staff who need access
- internal policies with which staff and others are required to follow

- training and awareness-raising activity for staff to promote compliance with our data protection and wider information security policies.

Your rights over your personal information

When your personal information is 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 is 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 subjected 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-rightsunder-the-general-data-protection-regulation

How long we will retain your personal data for

We will only retain your personal data for as long as it is necessary to fulfil the purpose it was collected for including for the purpose to comply with any legal, reporting or accounting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, sensitivity of the personal data and the potential risk of harm from unauthorised use or disclosure of your personal data. We will also consider the purpose for which we process your personal information and the applicable legal requirements.

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.

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 contact us at: dp@officeforstudents.org.uk and we will try to resolve your issue.

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

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 21 October 2021.