

Teaching Excellence Framework (TEF) panel recruitment 2022

Short form privacy notice

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

- Your personal information will be used to administer the application process for the TEF panel, to inform you of the outcome of your application, and to monitor applicant pools for equality and diversity purposes (at a non-identifiable level). In certain circumstances, the Office for Students ('OfS') may use your personal information as part of its decision to appoint a particular candidate.
- The Data Controller of the personal information you submit will be the OfS. The OfS uses Smart Survey to collect your personal information and Workday to process your personal information.
- The legal bases for processing your personal information are:
 - legitimate interests (allowing us to process and consider your application) in relation to the non-special category information you submit; and
 - consent in relation to any equality and diversity monitoring data you choose to submit and which may be used as part of any decision to appoint a particular candidate. Your consent can be withdrawn at any time.
- It will be stored on Smart survey secure servers within the UK and Workday's secure servers within the European Economic Area (EEA).
- It will not be shared with any other organisations.
- It will be held for up to twelve months after the end of the application process 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 can contact our Data Protection Officer (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](#).

Full privacy notice for TEF panel member recruitment

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. In particular, section 25 HERA empowers the OfS to make arrangements for a scheme to give ratings in respect of the quality and standards of providers of higher education provision, commonly referred to as the Teaching Excellence Framework ("TEF"). In the 'Consultation on the Teaching Excellence Framework', we proposed to establish a new committee to make decisions on TEF ratings. We proposed that the committee would carry out assessments of providers and take decisions to award (or not to award) TEF ratings.

You can find more information about the OfS and the work that we do on our 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 as part of TEF panel member recruitment.

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:

Office for Students

Nicholson House

Lime Kiln Close

Bristol

BS34 8SR

Tel: 0117 931 7317

Email: 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 and use as part of TEF panel member recruitment is set out below:

- name
- address
- telephone number
- email address
- qualifications
- work history.

Optional special category

You can select 'prefer not to say' for all these categories ("Special Category Data"):

- ethnicity
- disability
- religious belief
- sexual orientation.

Optional personal/diversity data

You can select 'prefer not to say' for all these categories:

- age range
- gender/gender identity
- sex
- unpaid caring responsibilities.

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 OfS recently consulted on proposals for a new Teaching Excellence Framework (TEF) – a national exercise to incentivise improvement and excellence in teaching, learning and student outcomes at universities and colleges.¹

¹ The consultation is available at www.officeforstudents.org.uk/publications/student-outcomes-and-teaching-excellence-consultations/the-tef/

Under the proposals, a panel of experts including academic and student members would carry out the assessments and decide what ratings to award each university and college.

We aim to recruit a panel that has a wide range of expertise in relation to diverse higher education provision. We also aim to appoint a panel from diverse backgrounds, reflecting the diversity of the students whose experience and outcomes it would be assessing.

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

- To process your application.
- Equality and diversity data (you may prefer not to supply this data) will be used to monitor diversity of applicants and appointments, and may be used in decision making. Any use of this data will be in line with the Equality Act 2010.
- We publish non-identifiable data under our Public Sector Equality Duty.
- If you choose to supply equality and diversity data, we will not make this information available to any staff outside our recruitment team in a way that can identify you.

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.

The OfS intends to rely on two legal basis for processing personal and special category data collected as part of the recruitment process, as follows:

- Any personal data processed by the OfS as part of its administration of the application process will rely on the legal basis in Article 6(1)(e) UK GDPR (Public task).
- Any Special Category Data processed by the OfS as part of its decision making will rely on the legal basis in Article 9(2)(a) UK GDPR (Consent).

Withdrawal of consent

Consent must be a clear positive action that you have given your agreement to the use of your personal or 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 to wish to withdraw consent, please do so by emailing: TEFrecruitment@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.

6. Who we share your personal information with and why

Applications will be reviewed by OfS staff and members of the TEF Advisory Group.

We will share your personal information to some other organisations for specific reasons, as explained below:

- We use Smart Survey to manage the application process.
- We use Workday Recruiting to manage the selection process.

We will not disclose your information to any other organisation other than those listed except where required to do so as part of our functions or by law.

Where personal information is disclosed routinely to another organisation, a contractual agreement will be in place to ensure the protection of your personal information and to ensure it is only used for the reasons described above.

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.

Unless you are appointed, the personal information you have submitted will be kept for one year after the recruitment has closed. 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

Your personal information will be stored on servers in the UK and European Economic Area (EEA) and will not be transferred outside that territory unless required by a court order.

Your personal information is collected in Smart Survey and will be stored securely within the UK and will transferred to Workday once the application window closes. Your personal information will not be transferred to any other organisation unless required by a court order.

Your personal information held on Workday will be stored securely within the EEA (in Ireland and backed up in Germany) and will not be transferred outside that territory unless required by a court order.

The UK has agreed that countries within the EEA provide an equivalent level of safeguards for the processing of personal data.

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 find further information about the measures that Workday has in place to keep your information secure here: [See Workday security information](#)
- you can find further information about the measures that SmartSurvey has in place to keep your information secure here: [See the SmartSurvey privacy notice](#).

You can read more information on our approach to information security on our website: [Information security - Office for Students](#).

11. 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: [Individual rights under the General Data Protection Regulation](#).

12. Use of cookies on OfS website

Cookies are small 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: [Cookies - Office for Students](#).

For information on the use of cookies on the Smart Survey website please visit: [How we use cookies - SmartSurvey](#)

Our careers site (Workday) uses strictly necessary cookies to allow the site to function properly and to enable the successful communication between the end-user and the service, as follows:

- session management cookies - User, device and session ID cookies along with timestamp cookies for timing out sessions after inactivity. These cookies expire at the end of the session
- routing cookies - To forward requests for a single session to the same server for consistency of service. These cookies expire at the end of the session
- application security management (ASM) cookies - To help protect web applications and infrastructure from security attacks. These cookies expire at the end of the session.

13. 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

14. Changes to this notice

We keep our privacy notices under regular review and we will inform you of any changes to this notice placing an update on our website.

This privacy notice was last updated on 21 June 2022.