

## Privacy notice: Retained applications to become members of the OfS panel of quality assessors

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.

### 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 (HERA). 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.

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-theico/what-we-do/register-of-fee-payers/>.

### 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. Please note that this mailbox is monitored by other members of the data protection team.

## **The roles and the application process**

We are seeking applications for the roles of assessor and lead assessor, who will be members of a committee of the OfS board. These roles will assist us in investigating and assessing the quality of higher education in English higher education providers.

We have asked each applicant to upload a CV and to answer some questions online setting out how they meet the experience, knowledge and skills requirements for the role(s) for which they are applying.

We wish to retain your application for consideration in future recruitment rounds when, for example, our business needs may require your specific academic expertise. Following consideration of your application you may be invited to participate in an assessment centre, following which successful candidates will be appointed to our pool of assessors.

## **The specific personal information held and used**

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

- The personal information we have collected and will use as part of the application process is:
  - name
  - address
  - telephone number
  - email address
  - qualifications
  - work history.
- Optional special category data (you may have selected 'prefer not to say' for some or all of these categories at the point of your application):
  - age range
  - ethnicity
  - disability
  - gender/gender identity
  - religious belief
  - sex
  - sexual orientation
  - unpaid caring responsibilities.

- If we invite you to attend an assessment centre, we will ask if you require any reasonable adjustments to be made in relation to that process. This information will be held and used separately from the information you provided on the application form.
- If we make a conditional offer of appointment to the panel of quality assessors, we will ask you for information so that we can carry out pre-appointment checks and health questionnaire. This information may include date of birth, proof of identity, proof of your qualifications and a criminal records declaration.
- If we appoint you to the panel of quality assessors, we may ask you for your bank details and NI number so that we can process your remuneration and any expenses claims.

## **Our purpose for processing the information**

- We will use your information for the following purposes:
  - to consider your application for shortlisting
  - to invite you to an assessment centre (if relevant)
  - for referencing, pre-appointment checks and onboarding on appointment
  - to monitor applicant pools for our equality and diversity data (you may have chosen not to supply this data at the point of your application)
  - we publish non-identifiable data under our Public Sector Equality Duty
  - we are a Disability Confident<sup>1</sup> 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 assessment centre process.
- Our hiring managers shortlist applications for the assessment centre. They will not be provided with your name or contact details.
- You must successfully complete pre-appointment checks to progress to a final offer. We are legally required to confirm your identity and right to work in the UK.
- If you choose to supply equality and diversity data, we will not make this information available to any staff outside our recruitment team (including hiring managers) in a way that can identify you. Your application will not be affected if you choose not to supply equality and diversity data.
- 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).

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<sup>1</sup> We are a Disability Confident Employer. If you declared you are disabled on your equalities monitoring form and you are considered appointable in terms of the essential criteria, then we will offer you to an assessment centre. This is subject to guidance offered by the disability confident scheme which states that 'if an employer that advertises a vacancy receives a high volume of applicants ...they will make a decision about the overall number of interviews offered. Of these, they should ensure that a proportionate number of interviews are offered to applicants that meet the minimum criteria under the scheme.'

## Our legal basis for using the information

The legal basis for processing your personal information is:

- **Legitimate interests** – the OfS has a legitimate interest in processing your personal data to administer and consider your application.
- **Explicit consent** – for special category data (e.g. ethnicity, gender, disability) should you choose to submit such information.
- **Contract** – where processing is necessary to perform a contract or take steps, at your request, before entering a contract.
- **Legal obligation** – for us to establish and record the right to work, security checks, if you provide us with any information about reasonable adjustments so that we can comply with our obligations under the Equality Act 2010.

## Any information we obtain from other sources

Other than the personal information collected from you directly, we may also obtain personal information about you from other sources:

- Pre-appointment checks, including references and DBS check on appointment only.

## Who we share information with

Other than the organisations listed below, 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. For example, we may need to share information, in whole or part, with the Department for Education (DfE) under section 78 of HERA (<https://www.legislation.gov.uk/ukpga/2017/29/section/78/enacted>).

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

Pre-employment checks:

- (If relevant) DBS checks are carried out for us by Atlantic Data.
- (If relevant) We use Maximus Health Management to administer health questionnaires.

## 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).

### **Equality and diversity data - 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 by emailing: [recruitmentteam@officeforstudents.org.uk](mailto:recruitmentteam@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.

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/](http://www.officeforstudents.org.uk/privacy/individual-rightsunder-the-general-data-protection-regulation/).

### **Whether we intend to transfer to another country**

Your personal information held on Workday will be stored securely within the European Economic Area (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.

### **How long we will retain your personal data for**

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 three years after the job has closed. After that point, your personal information will be confidentially and securely disposed of.

If we would like to retain your information for a period longer than three years we will contact you separately to seek your consent to this.

### **Cookies**

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.

## **A link to a more specific privacy notice or information page**

Information about the measures that Workday has in place to keep your information secure.

[See Workday security information](#)

Information about DBS checks.

[See Atlantic data's privacy statement](#)

Information about health questionnaire

[See Maximus health management privacy policy](#)

Information about working for the OfS can be found on [our careers page](#).

Further details about how we process the personal information of appointees to the OfS panel of quality assessors will be set out in a separate privacy notice.

## **How we protect 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 cybersecurity.
- 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.

## **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 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)

## **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 2 August 2022.