

# Allegations of inappropriate influence: 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 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.

The OfS is registered as a data controller 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-data-controllers/>

## 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 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

Tel: 0117 931 7270

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

## 3. How we will use your information

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

The purpose of using your personal data is for the OfS to investigate and resolve incoming allegations of inappropriate influence in the promotion and running of the National Student Survey (NSS).

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

The information provided will be used:

- to contact you about your concern and if the OfS has any further enquiries about your allegation
- to inform you of the outcome of the investigation at the end of the process
- by the NSS Allegations Panel in order to investigate and resolve allegations.

We will not use your personal information for a reason other than those purposes set out above except when we are required to do so as part of our functions or by law.

#### **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:

- Processing is necessary for the performance of a task carried out in the public interest.

See Article 6 of the General Data Protection Regulation.

#### **5. What personal information we will collect**

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

- The full name of the person raising the concern
- Where relevant, the institution or organisation
- Contact email address or postal address
- Where possible, contact telephone number.

#### **6. Who we give your personal information to**

We will not routinely pass your information (as listed in section 5 above) to any other organisation except where required to do so as part of our functions or by law.

We will pass details of your allegation to the provider so they can investigate the matter. While the OfS will take all reasonable steps to protect anonymity, details of concerns contained within the information provided may, in rare circumstances, mean that you can be identified by your provider.

#### **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 we protect your personal information**

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

- 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.

## **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 request:

- a copy of your personal information
- that 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/contact/how-to-request-information-from-us/how-to-make-a-request-to-access-your-personal-information/](http://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 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 indefinitely.

## **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 the 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 any updates to this notice will be placed on this page.

This privacy notice was last updated on 11 May 2018. Details of the Data Protection Officer were amended on 15 August 2018.