

Privacy notice for the consultation on specialist provider funding method

Short form privacy notice

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

- The personal data being collected is:
 - name
 - email address
 - whether you are responding as an individual, or on behalf of an organisation
 - the name of your organisation (where you are responding on behalf of an organisation).
- Your personal information will be used to understand who has responded and the views that they have on our proposals and to contact you for any queries in relation to your submission.
- SmartSurvey offers a 'save and continue later' functionality, and to make use of this you will need to provide your name and email address in order that SmartSurvey can send you a personalised link. Information collected through SmartSurvey is stored on secure servers in the UK or EU and does not leave Europe at any point. Their privacy notice can be accessed via their website: <https://www.smartsurvey.co.uk/privacy-policy>. The OfS does not have access to any personal data submitted to SmartSurvey for this functionality.
- The Data Controller of the personal information you submit will be Office for Students.
- The legal basis for processing your personal information is 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.
- It will be stored on secure servers within the UK.
- It will not be routinely shared with any other organisations.
- It 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) with any queries or concerns you have about the use of your personal information.

Full privacy notice for the consultation on specialist provider funding method

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

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 the consultation on specialist provider funding method.

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

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

This consultation seeks views on the approach to determining specialist provider formula funding allocations, for the 2022-23 academic year and beyond, for providers that are identified as world-leading by the Specialist Provider Panel. It also seeks views on how we allocate £5 million that remains to be distributed to world-leading specialist providers for the 2021-22 academic year.

In order to analyse the responses to the consultation, we are collecting personal information (alongside your views on our proposals) in order to understand who has responded and the views that they have on our proposal.

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

- Your name and email address will be collected so that we may contact you for any queries in relation to your submission.
- We will also ask about the organisation you are from (if applicable), which will be used to record and analyse the responses.

We will summarise and/or publish the responses to this consultation on the OfS website (and in alternative formats on request). This may include a list of the providers and organisations that respond, but not personal data such as individuals' names, addresses or other contact details.

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

- name
- email address
- whether you are responding as an individual, or on behalf of an organisation
- the name of your organisation (where you are responding on behalf of an organisation).

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:

Article 6(1)(e) Public task: the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

5. Who we share your personal information with and why

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.

6. 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.

Your personal information will be kept for one year after the end of our final decision or our published response.

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.

7. Where your personal information will be stored

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

The responses to this survey are collected via SmartSurvey. Information collected through SmartSurvey is stored on secure servers in the UK or EU and does not leave Europe at any point. Their privacy notice can be accessed via their website: www.smartsurvey.co.uk/privacypolicy.

8. 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/.

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
- 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/.

10. 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/ or for further general information visit:

www.aboutcookies.org or www.allaboutcookies.org.

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 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

12. Changes to this notice

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

This privacy notice was last updated on 14 July 2022.