

## Privacy notice for student roundtables: Consultation on regulating harassment and sexual misconduct

### Short form privacy notice

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

- Participating in the consultation events is optional. If you choose to participate, we will require you to provide certain personal information (name, email address, accessibility requirements). This will be used to understand who has registered and wishes to participate, to communicate essential information about an event, and to receive dietary and/or access requirements from delegates and ensure these requirements are met during the event.
- The personal data being collected is
  - name
  - email address
  - accessibility requirements.
- The Data Controller of the personal information you submit will be Office for Students
- The Data Processor is Pye Tait, who will be analysing responses to the consultation on our behalf. The roundtable events will be facilitated by an external facilitator, Cassie Agbehenu.
- The legal basis for processing your personal information is:
  - Processing 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 (see GDPR Article 6(1)(e) and for statistical and research purposes (see GDPR Article 89).
- The relevant condition for processing special category data (your accessibility requirements, if applicable) is explicit consent (see GDPR Article 9(2)(a)). You can provide consent when choosing to submit your accessibility requirements in the Eventbrite form.
- It will be stored on secure servers within the UK and EEA.
- It will be shared with Pye Tait and the external facilitator as part of the consultation and roundtable events.
- Registration will take place via Eventbrite and the personal information will be collected at that point in accordance with our Eventbrite privacy notice, available on our [privacy notices webpage](#).

- If you attend one of our online roundtables, some of your feedback will be collected through Padlet but Padlet won't collect your personal details such as name or contact details.
- Information will be retained for one year after the end of the consultation 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](mailto: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, available below.

## **Full privacy notice for student roundtables for the consultation on a new approach to regulating harassment and sexual misconduct in English higher education**

### **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](#).

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 its consultation events. The OfS holds such events to promote its work as a regulator and to support its statutory functions. In this instance, the OfS is holding events to gather feedback from students as part of our consultation on regulating harassment and sexual misconduct in higher education. Participation at these events is optional. To enable us to gather feedback, notes will be made of the discussion by an OfS member of staff. By joining the session, participants are agreeing to these actions.

Microsoft Teams is the software used to deliver and manage online events, allowing participants to log in and attend them at the specified time.

Individuals can register for the sessions via Eventbrite. Eventbrite is the software used to manage registrations for these events through online registration forms. There is a separate privacy notice telling you what to expect when the OfS collects personal information submitted within Eventbrite registration forms, available on our [privacy notices webpage](#).

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](#).

### **2. Data controller and Data Protection Officer**

The OfS is the 'data controller' of any personal information collected within scope of this privacy notice. The data processor will be Pye Tait. They are analysing responses to the consultation on our behalf. The roundtable events will be facilitated by an external facilitator, Cassie Agbehenu.

The location and contact details for the OfS 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. 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 these events is set out below:

The personal information we will collect when individuals register for an event is outlined in our existing privacy notice for Eventbrite, available on our [privacy notices webpage](#). This will include:

- name
- email address
- accessibility requirements.

In addition, during each event, we will collect the feedback of participants during the discussions. This will be done by taking notes.

#### **Special category data**

- Accessibility requirements

### **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 consultation sets out proposals for the OfS's future approach to regulating harassment and sexual misconduct in English higher education. We welcome responses from anyone with an interest in these topics and we are particularly, but not only, interested in hearing from students and their representatives. This group will be among the most affected by our proposals. To recognise that many students have, in previous OfS consultations, been reluctant to submit formal written responses, the OfS is holding a series of student consultation roundtables. As part of these events, we will take anonymised notes and use this material as part of our overall analysis of consultation responses.

We use registration forms on Eventbrite to ensure the booking process is as simple as possible for invitees. To achieve the above aims, the specific uses that will be made of your personal information when registering for an event are set out in our Eventbrite privacy notice, available on our [privacy notices webpage](#).

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

- to understand who has registered and wishes to participate
- to communicate essential information about an event
- to receive dietary and/or access requirements from delegates and ensure these requirements are met during the event
- the feedback provided during the roundtables will be used to understand the views of students and will form part of our overall analysis of consultation responses.

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.

In this case, the legal basis is:

- Processing 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 (see GDPR Article 6(1)(e) and for statistical and research purposes (see GDPR Article 89).
- The relevant condition for processing special category data (your accessibility requirements, if applicable) is explicit consent (see GDPR Article 9(2)(a)). You can provide consent when choosing to submit your accessibility requirements in the Eventbrite form.

### **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 our data protection mailbox: [dp@officeforstudents.org.uk](mailto:dp@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**

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

- Pye Tait for the purposes of analysing consultation responses to produce both qualitative and quantitative analysis for the OfS.
- Accessibility requirements may be shared with the external facilitator for the purposes of enabling inclusive facilitation of the event.

As your personal information will be submitted within a registration form on Eventbrite, any personal information you submit will be stored by, and accessible to, Eventbrite. This is explained in our Eventbrite privacy notice, available on our [privacy notices webpage under the 'Events' section](#).

Eventbrite processes personal information in accordance with its [own privacy policy](#).

Please only submit any personal information which you are happy to have processed in accordance with Eventbrite's privacy policy.

If you attend one of our online roundtables, some of your feedback will be collected through Padlet but Padlet won't collect your personal details such as name or contact details.

Padlet processes personal information in accordance with its [own privacy policy](#).

Please only submit any information which you are happy to have processed in accordance with Padlet's privacy policy.

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.

Your personal information will be kept for one year after the end of the consultation. This includes the notes taken of the discussions that take place at the roundtable events.

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.

Comments submitted in the chat function during these events will be held within Microsoft Teams for 30 days after each session has taken place.

## **8. 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.

Personal data submitted when registering for an event is held by Eventbrite. Eventbrite is based in the USA and so any personal information submitted to them is held in the USA. We have assessed the risks with storing your personal information in this country and are satisfied that it will not be put at any undue risk as a result. This is covered in our Eventbrite privacy notice, available on our [privacy notice webpage](#).

## **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.

Pye Tait has a number of security measures in place to protect personal information, including:

- registration with the ICO and full compliance with the Data Protection Act 2018 and GDPR
- privacy policy and participant privacy notice are overseen by two directors
- staff use encrypted and networked company laptops or PCs
- data will only be shared with appropriate individuals as directed by the requirements of the research and the level of confidentiality needed for the data in question
- no third parties will be involved in data handling or processing.

You can read more information on [our approach to information security](#) on our website.

## **10. 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 [about these rights and our processes for handling such requests](#) can be found on our website.

## **11. 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/](http://www.officeforstudents.org.uk/cookies/) or for further general information visit: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## **12. 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 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](mailto:casework@ico.org.uk)

## **13. 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 18 April 2023.