

## Privacy notice for the recruitment of quality assessors

### Introduction

The Office for Students (OfS) is the regulator of the higher education sector in England and its main statutory functions are set out in the [Higher Education and Research Act 2017](#). Processing and the use of personal data for the OfS's core functions is covered by the general privacy notice available on our [website](#).

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](#).

Our privacy webpage is split up in five sections:

1. **Overview:** This provides information about the OfS and contact details for our Data Protection Officer.
2. **Privacy notice:** Where the general privacy notices relating to our main uses of personal data are published, for example relating to our core functions.
3. **Information security:** Detailing our approach and policies on our approach to keeping information secure.
4. **Individual rights under the UK General Data Protection Regulation (UK GDPR):** Details data subjects' rights under the legislation, including how to make an information rights request.
5. **Other privacy notices:** Where full privacy notices are published.

This privacy notice tells you what to expect when we process personal data as part of the recruitment of quality assessors. 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.

Shortlisted applicants will be invited to participate in an assessment centre. Successful applications will be retained in our 'pool of assessors'. If you are not appointed, we will retain your application for consideration in future recruitment rounds when, for example, our business needs may require different academic expertise depending on the assessment carried out.

## The personal data we process

We process the following categories of personal data as part of the application process:

- Your name
- Address
- Telephone number
- Email address
- Qualifications
- Work history
- Unpaid caring responsibilities.

To monitor the equality and diversity of our applicants, we also process the following categories of special category data:

- Ethnicity
- Disability
- Gender/gender identity
- Religious belief
- Sex
- Sexual orientation.

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 your application form.

If we make a conditional offer of appointment to the panel of quality assessors, we will ask you for further information so that we can carry out pre-appointment checks. This information may include:

- Date of birth
- Proof of identity
- Proof of your qualifications
- Criminal records declaration.

If we appoint you to the panel of quality assessors, we will ask you for your bank details and National Insurance number so that we can process your remuneration and any expenses claims.

## Our purpose for processing the information

We will use your information in the following ways:

- To process your application and consider your application for shortlisting.
- To invite you to an assessment centre (where applicable).
- For referencing, pre-appointment checks and onboarding upon appointment.
- To monitor applicant pools for our equality and diversity data (you may prefer not to supply this data).
- To 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.
- 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).

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.

## Our lawful basis for using the information

The lawful bases we rely on to process your data are:

- UK GDPR Article 6(1)(f) Legitimate interests – we have a legitimate interest in processing your personal data to administer and consider your application.
- UK GDPR Article 6(1)(c) Legal obligation – for us to establish and record the right to work, security checks, and if you provide us with any information about reasonable adjustments so that we can comply with our obligations under the Equality Act 2010. Criminal offence data is processed in accordance with Schedule 1, Part 1, paragraph 1 of the Data Protection Act 2018. If you are appointed to a panel, we have a legal obligation to process

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<sup>1</sup> We are a Disability Confident Employer. If you declare 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.'

your bank details and National Insurance number, so that we can process your remuneration and any expenses claims.

- UK GDPR Article 6(1)(e) Public task – the processing is necessary to support our functions as outlined in the Higher Education and Research Act 2017 (HERA), specifically sections 23 and 46 and Schedule 1, paragraph 8.
- UK GDPR Article 9(2)(a) Explicit consent – for the processing of special category data listed above, should you choose to submit this information.
- UK GDPR Article 9(2)(b) Employment, social security and social protection law – where reasonable adjustments are required during the recruitment process.

## **The right to withdraw consent – equality and diversity data**

If you are no longer happy for us to process the special category data listed above, you can withdraw your explicit consent for us to process this at any time.

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 data 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 it.

## **Information we obtain from other sources**

Other than the personal information collected from you directly, we also obtain personal information about you from other sources in relation to pre-appointment checks, including references and DBS checks.

The other sources are listed below:

- Your referees
- Atlantic Data (for DBS checks on appointment only).

## **Who the information is shared with and why**

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

- Workday – we use Workday to manage the application and recruitment process.
- Atlantic Data – we share personal data with Atlantic Data for the purpose of carrying out pre-employment checks.

We may pass your information (routinely or otherwise) to any other organisation where that is connected to the performance of our functions or the functions of the receiving organisation. We will also pass your information to other organisations where we have a legal duty to do so.

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.

## **Whether the information will be transferred to another country**

Workday may transfer your personal data to the United States, New Zealand and Switzerland. Because this means your information will be held outside the European Economic Area (EEA), we have assessed the risks with storing your personal information in these countries and are satisfied that it will not be put at any undue risk as a result. The reasons for this are due to Workday's binding corporate rules and reliance on the following transfer mechanisms:

- United States – the UK-US Extension to the EU-US Data Privacy Framework (DFP) maintained by the U.S. Department of Commerce.
- New Zealand and Switzerland – adequacy decisions taken in accordance with UK GDPR Article 45.

## **How long we will retain your information 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.

If your application is unsuccessful, we will keep your personal data for one year after the job advert has closed.

If your application is deemed as meeting the minimum criteria, we will keep your application on file so that we can invite you to an assessment centre when spaces become available. In this case, we will keep your personal data for three years after the job advert has closed.

If you are appointed as a quality assessor, we will keep your personal data for ten years. Payroll records (including payslips, tax documentation, P60s and P45s) will be retained for three years after the tax year of our last payment to you.

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 periods described above, we will update our privacy information to reflect this.

This privacy notice was last updated on 3 February 2026.