

Office of Placement and Workbased Learning Privacy Statement

We believe in complete transparency.

The University of Northampton uses your personal data to provide you with University services, to undertake its responsibilities and to monitor its own performance. The University of Northampton is a data controller, registered with the Information Commissioner's Office, and for the purposes of the Data Protection Act and General Data Protection Regulation (GDPR), has appointed a Data Protection Officer who has formal responsibility for data protection compliance within the organisation.

Our Data Protection Officer can be contacted at:

Recordsmanager@northampton.ac.uk

Or by writing to:

Records Management Office, University of Northampton (Park Campus), Boughton Green Road, Northampton NN2 7AL

01604 892823

The Office of Placement and Workbased Learning is the administration service at the University of Northampton responsible for supporting students who undertake a work experience as a requirement of their programme of study. This work experience (termed work based learning (WBL)) could be called a placement, work experience, volunteering, internship, and for some programmes. For some programmes where students are gaining both an academic award and a professional industry status or competence, then the University needs to comply with the relevant professional regulatory body relevant for that programme.

In order to ensure that students have a meaningful and safe learning experience during their WBL, the Office of Placement and Workbased Learning support and communicate with the organisations that provide the WBL, before, during and after the students has visited them.

What data do we hold about you?

University of Northampton holds data about you in relation to your WBL which is necessary to carry out our obligations to you, in delivering your chosen course, to the public in maintaining their interests, and in upholding the law.

The detail of the data that is held and who it is shared with, varies between courses depending upon the course and PSRB requirements.

It is detailed in one of two places:

Either your student honorary contract that you have been required to read and return during your application process once you accepted an offer from the University of Northampton

Or

As part of the learning contract that you have been required to complete as part of agreeing and organising your WBL opportunity with an organisation

Examples of the data that is held in relation to your WBL could be:

- Your name
- Contact details
- Date of birth
- Progress on your programme
- DBS and Occupational Health outcomes
- Past experience
- Mode of travel for WBL

How do we collect your data?

Direct Collection

We collect data to operate effectively and provide you the best experience at this University. You may provide some of this data directly to us, such as when you apply for a University place or begin as a member of staff.

In-direct Collection

We also obtain data from third parties, for example progress information from the organisations where you are undertaking your WBL.

Why do we process your data?

We may process your personal data because it is necessary for the performance of a contract with you. In this respect, we use your personal data for the following:

- to interact with you before you are enrolled as a student, as part of the admissions process
- once you have enrolled, to provide you with the services as set out in our Student Agreement
- to deal with any concerns or feedback you may have

- for any other purpose for which you provide us with your personal data.
- To register with relevant Professional Statutory and Regulatory Bodies (PSRBs)

We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest or because it is necessary for our or a third party's legitimate interests. In this respect, we may use your personal data for the following:

- to provide you with educational services which may not be set out in our Student Agreement but which are nevertheless a part of our academic and educational mission;
- to monitor and evaluate the performance and effectiveness of the university, including by training our staff or monitoring their performance;
- to maintain and improve the academic, corporate, financial, estate and human resource management of the university;
- to promote equality and diversity throughout the university;
- to seek advice on our rights and obligations, such as where we require our own legal advice;
- recovering money you owe to us;

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements;
- for the prevention and detection of crime;
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We may also process your personal data where:

- it is necessary for medical purposes
- it is necessary to protect your or another person's vital interests; or
- we have your specific or, where necessary, explicit consent to do so.

Who do we share your data with?

The University may share your data with:

- Other public authorities or public partnerships, such as schools, hospitals, police as the law requires.
- Government departments such as HESA (Higher Education Statistics Agency)
- Student Union
- Business we hold contracts with to help deliver our services to you
- Non-commercial organisations that may also help with service delivery
- Professional Statutory and Regulatory Bodies

The Office of Placements and Work based will share your data with Organisations that provide you with WBL opportunity. There is a list of these organisations on the University of Northampton website, and click [here](#) to view this list. You have the right to make representation to the University and at any time during your enrolment on your programme. Should you have any concerns in relation to sharing your personal data, and can do so by contacting Head of Placements and Workbased Learning placements@northampton.ac.uk

How long do we keep your data for?

UoN continue to hold some data about you even once you have completed your studies at the university. This may be used as evidence of your academic achievements, to supply statistics, or to provide information to regulatory bodies and other agencies to whom we are legally required to supply data.

Periodically some data may be securely disposed of in line with the University's retention schedule. This ensures that the data retained is proportionate and necessary to the role of the University and its purpose for processing.

Your rights

Under the Data Protection Act you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;

Once the General Data Protection Regulation (GDPR) comes into force in May 2018, you will also have the following additional rights:

- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

For more information on these rights contact the Records Management team at recordsmanager@northampton.ac.uk

How do we keep your data secure?

The GDPR requires personal data to be processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. The university takes all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Where the University transfers your data to any organisation in a third country or international organisation (e.g. using Cloud storage) appropriate or suitable safeguards will be written into the contract.

Profiling and automated decisions

Large volumes of information, from a range of sources can be processed using algorithms to detect trends and correlations. Occasionally your data may be processed in this way to help identify when extra support may be needed, for example if you are at risk of failing in an aspect of your course.

No decision made by the university is done so based solely on automated processing.

If your data is to be processed in this way, you will be asked for your explicit consent.

How to complain

If you have a complaint about the way you believe your data is being processed, in the first instance, discuss this with the records management team by emailing:

recordsmanager@northampton.ac.uk

If you remain dissatisfied you can take your complaint to the Information Commissioner's Office (ICO) for a review

<https://ico.org.uk/>