

# North East Surrey College of Technology Privacy Notice – Employers

## Notice about how we use your personal information

We are the data controller of personal information about you. We are: North East Surrey College of Technology (Nescot). Our address is: Reigate Road, Ewell, Surrey, KT17 3DS.

Our Data Protection Officer is Susanne Wicks. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at [dataprotection@nescot.ac.uk](mailto:dataprotection@nescot.ac.uk), 0208 394 3004.

This privacy notice has been prepared in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. **These rights are set out in more detail below.**

## The information we collect about you and why we collect it

We collect and hold the following information about you:

- Personal details (such as name, job role, business address, business email and business contact number) which we use to contact you.
- Details of contact and conversations, including copies of written correspondences with you to assist our management of your account.
- Bank details, where we need to invoice you for our services.
- Copies of contracts with you.
- Consents to contact you regarding other services offered by the College
- Assessments relating to the progress of apprentices and/or other learners either placed with and/or employed you, the learning opportunities available to them, health and safety, safeguarding, etc.
- Any records that we are legally required to retain for audit purposes, specifically in relation to the spending of public funds. The period of such retention may vary and will be prescribed by our own contractual obligations.

## The legal basis on which we collect and use your personal information

We process this information on the basis of our legitimate interests to provide our services to you.

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation. We however will not use this information to market our services to you unless you have given explicit consent.

## How long we keep your personal information

It is our standard practice to keep employer contact details, conversations and correspondence for up to three years and then they will be deleted from our CRM database.

We are contractually obliged with the Education & Skills Funding Agency (ESFA) to keep records relating to apprenticeship delivery until 2030.

## How we share your personal information

Where you have procured our services to train an apprentice then we are contractually obliged to share that information with the Education & Skills Funding Agency (ESFA) and with Ofsted (during an inspection).

We do not in any circumstances share your information with anyone beyond the College for them to use for their own direct marketing purposes unless you have requested us to do so.

Information may be shared with third parties if it is in connection with the service we are providing to you, for example we might share information with market research companies contracted to undertake work on our behalf to assess your satisfaction with our service. When we do this we always ensure an Information Sharing Agreement is in place.

## How we transfer your personal information outside Europe

We do not store or transfer your personal data outside Europe.

## Automated decisions we make about you

We do not make automated decisions using this information.

## Data Security

- Personal information in the form of paper records are kept in a locked filing cabinet, drawer or other secured area.
- Personal information in the form of electronic records are kept on firewall protected servers and accessed through password protected systems.

## Your rights over your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information. Our data subject access request form is available [online](#).
- the right to ask us to correct any errors in your personal information. Our Change of Details form is available [online](#).
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and

the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

## Changes to our Privacy Policy

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.