

OXLEP WORK EXPERIENCE SERVICE - PRIVACY POLICY

OxLEP respects your privacy and is committed to protecting your personal data. This policy applies to personal data we collect when you use our work experience services (“**Work Experience Service**”).

In this policy, “**OxLEP**”, “**we**”, “**our**” or “**us**” means Oxfordshire Local Enterprise Partnership Ltd (further details are set out in section 9 below). “**You**” or “**your**” means the student using the Work Experience Service.

You should read this policy, together with our Website Terms of Use available here: <https://www.oxfordshirelep.com/terms-conditions> and our Website Privacy Policy available here: <https://www.oxfordshirelep.com/privacy-policy>.

This policy sets out the basis on which we collect any personal data from you, or that you or a parent or guardian provides to us as part of an application for the Work Experience Service. OxLEP is the data controller in respect of your personal data. This means that we are responsible for deciding how we hold and use personal data about you.

Please read the following carefully to understand how we will treat your personal data.

1. WHAT INFORMATION WE COLLECT AND HOW WE WILL USE IT

We collect personal data so that we can operate effectively and provide you with the best possible service. The information we collect depends on the choices you make, for example the services you use and the information you choose to provide to us with. We will only use your personal data where we have a valid lawful basis to do so.

The table below summarises what information we collect about you, explains how we intend to use it and what our legal basis is for using it.

<i>What information will we collect about you?</i>	<i>How will we collect information about you?</i>	<i>Why are we processing information about you?</i>	<i>What is the legal basis for this processing?</i>	<i>Is this information shared with anyone else?</i>
Your first name and surname	Information collected during the application process either directly from you, a parent or guardian of the student or provided by your school or college	To manage the Work Experience Service process To carry out our obligations in relation to the Work Experience Service	Consent	Shared with matched employers

Date of birth	Information collected during the application process either directly from you, a parent or guardian of the student or provided by your school or college	Date of birth is required by the matched employer to ensure the student is covered by the employer's insurance policy	Consent	Shared with allocated employer
Student's school email address	Information collected during the application process either directly from you or provided by your school or college	To correspond with the student in relation to the Work Experience Service	Consent	No
Parent or guardian name, email address and telephone number	Information collected during the application process either directly from the parent or guardian, you or from your school or college	To correspond with parent or guardian in relation to the Work Experience Service To contact a parent or guardian in the event of an emergency	Consent	Shared with allocated employer
Details of education establishment and tutor group	Information collected during the application process either directly from you, a parent or guardian of the student or provided by your school or college	To manage the application process of the Work Experience Service	Consent	Shared with allocated employer
Subject studied, subject grades and tutor comments	Information collected during the application process either directly from you, a parent or guardian of the student or provided	To assess suitability for a placement and assist with matching students to appropriate work experience placements	Consent	Shared with matched employers

	by your school or college			
Student availability and type of work experience of interest	Application form completed by you, CV and cover letter of additional information submitted by you	To manage the application process To assess suitability for a placement and assist with matching students to appropriate work experience placements To plan and organise appropriate work	Consent	Shared with matched employers
Specific skills, hobbies and out-of-school interests	Application form completed by you, CV and cover letter of additional information submitted by you	To manage the application process To assess suitability for a placement and assist with matching students to appropriate work experience programmes To plan and organise appropriate work	Consent	Shared with matched employers
Health information relevant to employer / place of work requirements	Application form completed by you and by a parent or guardian	To assist with matching students to appropriate work experience placements To plan and organise appropriate work To complete risk assessments and meet our obligations under health and safety laws To comply with the duty to make	Explicit consent	Shared with allocated employer

		reasonable adjustments for disabled people and with other disability discrimination obligations		
Disability information relating to student	Application form completed by you and by a parent or guardian	To comply with our duty to make reasonable adjustments for disabled people To comply with our other statutory and/or regulatory disability discrimination obligations To monitor equal opportunities	Explicit consent	Shared with allocated employer

More about the information we collect and why

We have a duty to process personal data fairly, lawfully and in a manner that you would expect given the nature of our relationship with you. Our legal basis for processing your personal data listed in the [table](#) above is consent, and for health information and disability information it is explicit consent. Consent to contact you by email at the start of the Work Experience Service is obtained by your school or college in advance of commencing the application process with us. Where we require your consent to collect your personal data, we will ask you to positively opt-in to consent to us using your personal data. You may withdraw this consent at any time.

If you have any questions or require any further information regarding our use of your personal data please contact us at info@oxfordshirelep.com.

2. CHANGE OF PURPOSE

2.1 We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

3. SHARING YOUR INFORMATION

3.1 You acknowledge that we may share your personal data with your consent or as necessary with other businesses or organisations, such as the work experience employers and other companies that help us carry out the Work Experience Service.

For example, when you request to be part of the Work Experience Service we may share your personal details with an employer who is a match with your requested criteria. Similarly for parents or guardians, we may share your contact details with the work experience employer allocated to your student.

3.2 We require all the businesses or organisations who we share personal data with to take appropriate and stringent security measures to protect your personal data in line with our policies. We do not allow anyone to use your personal data for their own purposes and only permit them to process your personal data for specified purposes, in accordance with our instructions.

3.3 **Why else we may share your personal data.** We may share your personal data where required by law or where we have another legitimate interest in doing so that is not overridden by your interests and fundamental rights, such as in order to process your application for the Work Experience Service.

3.4 **Who else may process my personal data.** Employers who have been matched with your application form may process personal data about you to assist with implementing the Work Experience Service, for health and safety purposes and to make adequate arrangements for you during the placement.

4. STORING YOUR INFORMATION

4.1 The personal data that we hold about you will only be processed and stored within the European Economic Area.

4.2 We will only retain your personal data for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting obligations. For example, we may need to retain some of your personal data for 6 years after you have made a purchase from us for legal reasons.

4.3 In some circumstances we may anonymise your personal data so that it can no longer be associated with you, in which case we may use such information without further notice to you.

5. INFORMATION FOR PARENTS OR GUARDIANS

5.1 Please note that the Work Experience Service is aimed at students aged 16 – 19 and is not intended for children under the age of 13. If you become aware that anyone under your care who is under the age of 13 has provided us with information please contact us at info@oxfordshirelep.com.

6. KEEPING YOUR INFORMATION SECURE

6.1 All information that you provide to us is stored on secure servers. We have put in place appropriate measures to protect the security of your information.

6.2 The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of any application information transmitted to our website and you acknowledge that any such transmission is at your own risk. Once we have received your information,

we will use strict procedures and security features to try to prevent unauthorised access or inadvertent disclosure.

6.3 We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

7. YOUR RIGHTS

7.1 You have the right under data protection laws to access information held about you, subject to certain conditions, and to request its rectification or deletion.

7.2 You can see, review and change most of your personal data by signing in to your account on our website. Alternatively if you would like to access, update or amend the information which we hold about you or would like us to stop using your personal data please contact info@oxfordshirelep.com.

7.3 By law you have the following rights in connection with your personal data:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it. This right is subject to a number of exemptions which allow information to be withheld in certain circumstances. For example, subject access rights are excluded where compliance would involve disclosing: information relating to another individual; data which consists of information which is subject to legal professional privilege; negotiations or confidential references.
- Request correction or erasure of your personal data (unless we have the legal right to retain it). You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal data to another party.
- Change your data processing preferences at any time. If you have changed your mind you can contact us by email at info@oxfordshirelep.com.

7.4 You should be aware that if you ask us to stop processing your personal data in a certain way or erase your personal data, and this type of processing or data is needed to facilitate your use of our services you may not be able to make use of our services as you did before. This does not include your right to object to direct marketing, which can be exercised at any time without restriction.

- 7.5 If you want to exercise any of the above rights, please contact us at info@oxfordshirelep.com or 0345 241 1196.
- 7.6 **No fee usually required.** You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- 7.7 **What we may need from you.** We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data are not disclosed to any person who has no right to receive it.
- 7.8 **Right to withdraw consent.** Where we are relying on your consent as the legal basis to process your personal data for a particular purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact info@oxfordshirelep.com or 0345 241 1196. Once we know that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

8. CHANGES TO THIS PRIVACY POLICY

We keep our privacy policy under regular review and will post any updates on this webpage. This privacy policy was last updated September 2018.

9. HOW TO CONTACT US AND COMPLAINTS

- 9.1 Oxfordshire Local Enterprise Partnership Ltd (company number 09519056) is the data controller in respect of your personal data. Oxfordshire Local Enterprise Partnership Ltd's registered office is at Jericho Building, Activate Learning, Oxford Campus, Oxpens Road, Oxford, OX1 1SA.
- 9.2 If you have any questions about this privacy policy or how we handle your personal data please contact us at info@oxfordshirelep.com or 0345 241 1196.
- 9.3 Please also contact us if for any reason you are not happy with the way that we have handled your personal data. You also have the right to make a complaint to the Information Commissioner's Office see: <https://ico.org.uk/global/contact-us/>.