

Privacy Notice- Apprenticeships

Oxford Brookes University (Oxford Brookes) will be the Data Controller of any personal data that you supply. This means that Oxford Brookes will make the decisions on how your data is used and for what reasons. You can contact Oxford Brookes Information Management Team on info.sec@brookes.ac.uk.

Please note that some of the personal data you provide will be shared with the Department for Education (DfE) via the Learner Record Service. The DfE will be the data controller of this shared personal data, for further details please see the 'Who will Oxford Brookes share your data with?' section below.

Why do we need your data?

- To comply with funding and reporting rules set out by the Education and Skills Funding Agency.
- To meet contractual obligations set out in the contract for service for delivery of the apprenticeship between your employer and Oxford Brookes.

Oxford Brookes legal basis for collecting this data is:

- Oxford Brookes need to use this to enter into a contract with you or maintain an existing one
- Oxford Brookes have a legal obligation to use your data (such as reporting statistics to government, etc)
- Oxford Brookes may need to use this data to protect you or others from the risk of harm

If Oxford Brookes asks you for sensitive data such as; racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, data concerning health or sexual life, genetic/biometric data or criminal records Oxford Brookes will use these data because:

- Oxford Brookes need to use this data for employment, social security or social protection law, or a collective agreement
- Oxford Brookes need to use this data to protect you or others from the risk of harm where consent can't be given
- Oxford Brookes need to use this data for legal purposes
- Oxford Brookes need to use this data to assess, diagnose, administrate and offer services for workplace health and wellbeing services

What types of personal data will Oxford Brookes University use?

- Personal contact information
- Date of birth
- Nationality
- Equality, diversity and inclusion information
- Proof of qualifications, ID, right to work, eligibility for additional funding
- Information about your employer and employment
- Academic progress

Whom will Oxford Brookes share your data with?

- Your employer
- If you are studying on an apprenticeship programme with a non-integrated End Point Assessment, the University will need to share your data with the End Point Assessment Organisation
- The Education and Skills Funding Agency and the Office for Students (Government-Department for Education). For more information about how your information is processed please refer to the declaration contains within the next section of your application
- If requested: The Office for Standards in Education (Ofsted) and The Quality Assurance Agency for Higher Education (QAA)
- The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>
- In exceptional circumstances safeguarding concerns may be shared with the relevant authorities on a strictly need to know basis.

Will Oxford Brookes transfer my data outside of the UK?

Data will be transferred outside the UK as it is stored on the Google Drive which will be subject to [Google's Privacy Notice](#).

What rights can you have regarding your personal data which Oxford Brookes holds?

- You have the right to be informed
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- the right to object to OBU using your data
- You have rights in relation to using your data automated decision making and profiling.

Your rights will depend on the legal ground used to process your data

Where did Oxford Brookes source my data from?

- Data is gathered directly from the apprentice during the apprenticeship sign up process, at enrolment and through the maintenance of your apprenticeship record.
- Data regarding your employment status, job role and progress with the apprenticeship in the workplace will be gathered from employer contacts named in the Training Plan.
- Data may be gathered from the ESFA- if you do not have/are unable to provide a Unique Learning Number (ULN), the University will contact the Learning Records Service to request a number is allocated <https://www.gov.uk/education/learning-records-service-lrs> .
- Data regarding your end point assessment may be reported to the University by the End Point Assessment Organisation (EPAO).

Are there any consequences of not providing the requested data?

- The University will require data to be shared in order to meet contractual obligations to your employer and the Education and Skills Funding Agency.
- Additional funding may be provided by the ESFA to support Apprentices who have additional learning needs and have an Education Health Care plan (EHC) in place. The University may require information regarding additional needs to be shared in order to provide relevant support.

Will there be any automated decision making using my data?

Yes – apprentices who share information regarding an additional learning need may be automatically assessed for support. If you are eligible for support you will be contacted by phone and/or email by the wellbeing or apprenticeships team.

How long will Oxford Brookes keep your data?

Apprenticeship records will be retained until the end of the apprenticeship programme + 6 years.

Whom can you contact if you have concerns?

You can contact: the Information Security Management Team via info.sec@brookes.ac.uk if you have a concern about Data Protection matters or if you want to exercise your rights under Data Protection or Freedom of Information law; Oxford Brookes' Data Protection Officer via BrookesDPO@brookes.ac.uk who ensures that Data Protection provisions are applied lawfully in Oxford Brookes; the information Commissioner via the website ICO.org.uk. who is the national regulator for Data Protection or Freedom of Information matters.