

## **TEC Partnership – Employer Privacy Statement**

The TEC Partnership collects and processes personal data to meet its statutory obligations as a further and higher education institution in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA 2018). The TEC Partnership is committed to protecting and respecting any personal information you share with us and to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

The TEC Partnership gratefully acknowledges support from the European Social Fund (ESF) for some of its provision. Adult and apprenticeship provision may be part-financed by the European Union through ESF funding. ESF supports activities to extend employment opportunities and develop a skilled workforce.

*The TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres, NET and Modal.*

This Privacy statement describes what types of information we collect from you, how it will be used, how we share it, your rights in managing the information we hold about you and how you can contact us.

### **Why do we collect personal information?**

We collect data to support our work with employers. This aids us to effectively manage learning and to meet our statutory obligations as an FE College.

### **What personal information does the organisation collect?**

The TEC Partnership collects and processes data using Article 6, Lawfulness of processing part of the GDPR Regulations. We only collect information that is necessary, relevant and adequate for the purpose you are providing it for.

1. The Partnership has a legitimate interest to process enquiries, event registrations and business needs assessments.
2. The data collected as part of the work placement, courses and the apprenticeship registration process is to meet the organisations legal and contractual obligations
3. We obtain consent to photograph and film individuals for marketing and promotional purposes and to allow us usage rights
4. We obtain consent to send marketing communications
5. We use CCTV for the security and safety of students, staff and visitors.

### **How is this collected and stored?**

Information is collected directly from yourself via an enquiry or employer paperwork such as a Business Needs Analysis and the Apprenticeship Training Service Agreement.

Data is stored in a range of secure places, including information management systems, paper records stored in secure places and on electronic documents within a secure network.

### **How long will you keep data for?**

All data collected and processed will be held for as long as is necessary to fulfil our duty as a college:

- Employee contact details are stored for 3 years following the academic year in which we engage with you (currently until July 2022)

- Employee details collected as part of work placement programmes are stored for 3 years following the academic year in which we engage with you (currently until July 2022)
- Employee details collected as part of apprenticeship programmes are held until December 2030.
- Employee details collected as part of programmes funded through ESF are held until December 2030.

### **Who has access to data?**

Information will be shared internally, with any Group staff who need access to the data to provide services to learners.

The TEC Partnership shares data with organisations to fulfil its contractual and legal obligations such as:

- Funding organisations including the Education and Skills Funding Agency, Office for Students and ESF
- Awarding Bodies
- Local Authorities
- Police
- Healthcare, social and welfare organisations
- HMRC

### **What rights do you have?**

As a data subject, you have a number of rights. You can:

- Obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Request for your personal data to be deleted, for example, where you believe the data is no longer necessary;
- Stop your data being processed, for example, withdrawing your consent;
- Object to the processing of your data, for example, how your data is being used;

Requests should be sent to the Data Protection Officer – [dpo@grimsby.ac.uk](mailto:dpo@grimsby.ac.uk)