

TEC Partnership – Employer Privacy Statement

TEC Partnership collects and processes data to support our work with employers to effectively manage learning and to meet its statutory obligations as a further and higher education institution in accordance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 (DPA 2018). TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

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.

TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, East Riding College, Career 6, The Academy Grimsby, Learning Centres, NET UK and Modal Training (and its trading styles of Humber Maritime College and Transafe Training).

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. TEC 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, projects 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, Work Placement Forms 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.
- Employee details collected as part of work placement programmes are stored for 3 years following the academic year in which we engage with you.
- Employee details collected as part of apprenticeship programmes are held until specified by the ESFA.
- Employee details collected as part of programmes funded through ESF are held until are held until specified by the ESFA.
- Employee details collected as part of other funded programmes such as ERDF are held until specified by the relevant central government department.

Who has access to data?

Information will be shared internally, with any TEC Partnership staff who need access to the data.

TEC Partnership shares data with organisations to fulfil its contractual and legal obligations.

Where TEC Partnership engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with UK GDPR legislation.

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@tecpartnership.ac.uk

If you are not satisfied with how TEC Partnership is processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights from the Information Commissioner's website at www.ico.org.uk