

Privacy Notice for Employers

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Introduction

This privacy notice describes how we collect and use information about you as an employer offering work experience opportunities during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relates to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

This notice applies to all employers offering work experience placements.

Who Collects this Information

The Prospect Trust is a "data controller" of personal data and gathers and uses certain information about you as an employer offering work experience opportunities. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice with any other policies mentioned within this privacy notice, so that you are aware of how and why we are processing your information, what your rights are under data protection legislation and the procedures we take to protect your personal data.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Categories of Information We Collect, Process, Hold and Share

As an employer offering work experience opportunities, we may collect, store and use the following categories of information about you:

- Information and contact details of the person and business offering the work experience
- placement such as name, title, addresses, phone numbers and business/personal email
- addresses;
- Details of your Company Employers Liability Insurance;
- Details of your completed risk assessment.

How We Collect this Information

We collect this information from students attending schools across The Prospect Trust as well as from students attending schools outside of the Trust who purchase a work experience service from us. The students upload the contact information for you as the employer along with the proposed dates of the placement onto an online work experience platform called GROFAR.

How We Use Your Personal Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- To support with the processing of the work experience placement and to maintain records;
- Where we need to comply with a legal obligation (such as health and safety legislation, under
- statutory codes of practice and employment protection legislation) and safeguarding
- procedures;
- When you have provided us with consent to process your personal data.

The situations in which we will process your personal information are listed below:

- To comply with regulatory requirements for the processing of the work experience placement;
- To provide you with updates as and when necessary before during and after the work experience placement;
- Health and safety obligations;
- To defend the School in respect of any investigation or court proceedings and to comply with any court or tribunal order for disclosure.
- Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.
- If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations.
- We will only use your personal information 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.

Sharing Data

We will not share your data without first gaining your permission.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, The Prospect Trust only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any work experience placement.

We will contact you once a year to ascertain if you are happy for us to keep your details on file or not.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees who have a business need to know.

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, which can be found on the Trust's website at

<https://www.theprospecttrust.org.uk/>

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your Rights of Access, Correction, Erasure and Restriction

Under certain circumstances, by law you have the right to:

Access your personal information (commonly known as a "subject access request"). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.

Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.

Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.

To object to processing in certain circumstances (for example for direct marketing purposes).

To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact The Prospect Trust Work Experience team in writing:

Email wex@prospecttrust.org.uk

Address – The Sixth Form College Farnborough, Prospect Avenue, Farnborough, Hampshire, GU14 8JX

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).

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact our work experience team wex@prospecttrust.org.uk. Once we have received notification 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.

How to raise a concern

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with tNikki Coleman Head of The Prospect Trust Careers Services nikki.coleman@prospecttrust.org.uk in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Academy GDPR Lead, then you can contact the DPO on the details below:

Data Protection Officer:	Judicium Consulting Limited
Address:	72 Cannon Street, London, EC4N 6AE
Email:	dataservices@judicium.com
Web:	www.judiciumeducation.co.uk

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues via their [website](https://ico.org.uk/).

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.