



Privacy Notice – Employers

Introduction

This privacy notice is intended to be read by employers.

This privacy notice describes how we; University Centre Somerset College Group (UCS College Group) collect, use and protect your information. In this context, we are called the data controller and any individual in the workforce is called data subject.

About the Group

UCS College Group is a group consisting of Bridgwater College, Taunton College, Cannington College and Strode College.

Name: UCS College Group

Email address: dpo@ucscollegegroup.ac.uk

Data Protection Officer: Emma Kilner

UCS College Group are the data controller for the purposes of data protection law, and we are registered with the Information Commissions Office (ICO) Registration Number **Z4677243**.

What information does the College collect?

As part of our interaction with you, as an employer, we will store and use your details for the purposes of managing and operating the college, and to communicate with you about your students.

We will record details such as your employer name, address, contact telephone numbers, who the main contacts are in your organisation are, how many employees you have and what your organisation does. We will also record whether you are a levy-paying employer and any documents that you have signed in relation to apprenticeship agreements.

We will never use your information without your consent, you have a right to know what we hold about you and a right to ask us to remove that information. Please see below for more information on your rights.

What is the purpose and legal basis for processing?

We collect and process your information as we have a legitimate interest in wishing to interact with you to manage and effectively operate our Colleges. This information is also collected to ensure that we can fulfil our contractual obligations with the funding agencies.

How long we keep your information

We will remove contact details from your organisational record as staff leave your organisation or we have a new point of contact.

How we share your information

We may share personal information such as your employer name and address with our funding bodies for the purpose of fulfilling our contractual obligations and ensuring that we receive the funding for the qualifications we are delivering.

How we transfer your information outside of Europe

We do not store or transfer your information outside of Europe.

Automated decisions we take about you

We do not make automated decisions using your information.

Your rights

You have a number of rights over your personal information, which are

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Please be aware that exemption may apply when making a request to exercise your rights, for example where we must retain or process some information for legal purposes. For more information visit www.ico.org.uk/your-data-matters

If you would like to exercise any of these rights, please contact the Data Protection Officer dpo@ucscollegegoup.ac.uk

Who can I complain to?

If you believe that the College Group has not complied with your data protection rights, you can complain to the Information Commissioner Office www.ico.org.uk.