

Student Privacy Notice (Apprenticeships)

Your personal information

The University of Lincoln collects personal information about you when you enrol and during the course of your studies with us. We use this information to provide you with your course and other services. This notice explains more about how we use your personal information.

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What information we collect about you

The University collect information about you when you or your employer provide a completed Individual Learner Record (ILR) and job role specific details. During your apprenticeship the University will also collect information about your attendance, your academic progress, your workplace progress and services that you may access. Your workplace mentor, personal tutor and other University of Lincoln staff will keep records of their contact with apprentices, this will include administration staff and others who have contact with apprentices and their employer. The university will also keep a note of any changes you inform us about including when you change address and any changes in relation to your job role and employment. Information will be kept on the library system to facilitate library access, book loans and fines. An electronic portfolio system will also be used as part of the programme to monitor student progress. This system will be accessed by your employer and University of Lincoln staff to ensure apprentices are fully supported.

Ensure that you keep your details up to date by contacting the Apprenticeship Administrator within your School to inform them of any changes; National Centre for Food Manufacturing, School of Engineering, School of Health and Social Care or Lincoln International Business School.

In addition to the personal data that the University collects from you e.g. your name, address, phone number, email address and date of birth, the University will also collect sensitive or special category data which requires the University to apply extra conditions to provide additional protection to your data in addition to the processes that are already in place to protect your personal data. Special category data includes race or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sex life and sexual orientation. The University will only collect this data where it has to i.e. where it is necessary for statistical purposes, always respecting data protection and a person's rights. This notice explains more about how the University will use your personal information.

How we use your information

The University collects information on apprentices and their sponsoring employer on application to an apprenticeship programme so as to be able to provide a contract (Commitment Statement) between the apprentice, the employer and the University as the training provider. This information also enables the University to enter into a contract with your employer and the Education and Skills Funding Agency who fund apprenticeships, as well as other government agencies involved in the delivery of apprenticeships. The University uses this data to provide apprentices with access to information and services required as part of the apprenticeship programme. Services include the delivery of the programme i.e. the provision of initial advice and guidance, teaching, learning and tutorial support and may include additional learning support and other services associated with academic and personal development.

The Secretary of State for Education acting through the Education and Skills Funding Agency (ESFA), an executive agency of the Department for Education (DfE) is registered as a data controller for personal data processed by the ESFA and other third parties contracted to process data for the ESFA. Apprentice data will be anonymously shared with the ESFA as part of your employer's legal obligations. We use the photograph that you submit as part of enrolment to verify your identity. You will be provided with an Identity card (ID) at enrolment which contains a photograph and other information such as your student ID number, account number, exam ID number.

You will be required to produce your ID card where the University needs to verify who you are, for example in examinations or when entering the Library or laboratory areas. The University of Lincoln respects the privacy of your personal information. We will use your photo for the aforementioned purposes only and will not disclose this information to another party without your consent unless otherwise authorised by law. If you do not feel able to allow a photo to be taken at induction then we will not be able to produce an ID card or provide the products or services mentioned above. If you have any concerns regarding the use of your photo please contact the administrator for your programme.

We use CCTV across our campuses for safety and security.

Where lectures are recorded, advance notice will be given, including at the beginning of the lecture by the lecturer and there will also be signs in the room. Lecture slides, narration and the audio of any relevant questions may be recorded and supplied to students as an additional learning resource.

If you access other services provided by the University of Lincoln, such as Student Wellbeing Centre services, you will be provided with additional details of how these will use your personal information.

Graduation for Higher Education students is a public event. If you are eligible to attend we will include your name and award title (but not your classification) in the graduation brochure. If you do not wish for your personal details to be included in the graduation brochure you would need to email graduation@lincoln.ac.uk urgently as soon as the Examinations Board has confirmed your success to request your details be omitted. (This might be for a September or January graduation).

When you graduate you will become a University of Lincoln alumnus. Further information about the information collected by the Alumni Network can be found below.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

Information we may share with other organisations

There are times when we may need to or would like to share information with other organisations. These are listed below. We have stated where sharing is a legal requirement, when you can object to sharing and where we need your permission to share.

OfS / HESA and ESFA

Universities have a statutory obligation to the Office for Students (OfS) and the Education and Skills Funding Agency (ESFA) to provide information on how employer money they receive is spent. As part of this reporting, every year we will send some of the information we hold about you to HESA (High Education Statistics Agency). HESA and the ESFA is the official source of data about UK universities, higher education colleges, alternative HE providers, and recognised higher education courses taught at further education institutions in Wales and where apprenticeships are being delivered.

<http://www.hesa.ac.uk>

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

HESA and ESFA information is retained indefinitely by HESA and ESFA for statistical research purposes.

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment or religion these may be included in your HESA and ESFA information and used to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act. Some other sensitive information is used to enable research into the provision of fair access to higher education, for example information as to whether you are a care leaver.

Your sensitive information will not be used to make decisions about you.

Further information is provided in HESA's Student Collection Notice:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

OfS's Privacy Notice can be found at:

<https://www.officeforstudents.org.uk/privacy/>

ESFA's Privacy Notice can be found at:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

National Student Survey (NSS) and Learner Choices

Your contact details may be passed to survey contractors to carry out the National Student Survey (NSS) for higher level apprenticeships and Learner Choices for level 2 and 3 apprenticeships and other surveys on behalf of some organisations to help carry out public functions connected with education in the UK.

Such organisations may include:

- Education and Skills Funding Agency

- National Skills Academy for Food and Drink
- Department for Business, Energy and Industrial Strategy
- Office for Students
- Department for Education
- Research Councils
- National Health Service bodies and organisations working with them e.g. Health Education England
- Office For Fair Access
- Quality Assurance Agency for Higher Education

These organisations and their contractors will use your details only for that purpose and will then delete them.

During your apprenticeship we will be in regular contact you to ask you to complete reviews and surveys to support our requirements as a provider of education. Reviews will be undertaken by University of Lincoln staff but other surveys may be undertaken by us or by another specialist organisation contracted for that purpose. If a specialist organisation is used that organisation will receive your contact details but will only use your details. You may be required to support our inspection process through either speaking with inspectors from Ofsted, OfS or another specialist organisation or by hosting a visit in your place of work with support from your line manager.

Taking part in the NSS or any other University survey is optional.

For more information please see the Student Collection Notice on the HESA website:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

Sponsors and Employers

When applying to study at the University of Lincoln, your employer or their designated third party recruitment organisation will provide the University with your personal information such as contact details, qualifications, educational and employment history, references and personal statements. The University requires this information in order to make an informed decision on whether to make you an offer of a place to study. Your employer is then informed of the decision by the University and they will communicate the decision to you.

If you are being funded to undertake your course by an employer then the University has to pass your personal data, for example in the form of a progress report, to that employer.

Professional and Regulatory Bodies

Information will be provided to Professional and Regulatory bodies in relation to the confirmation of qualifications, professional registration (including conduct) and the accreditation of courses.

Partner Organisations

Where it is necessary in order to deliver a course jointly or collaboratively the University may share your personal data with the partner organisation.

The University's Alumni Network and

The University's Alumni Network is not a third party, however, if you choose to become a member of the Network, the legal basis for processing your data is different to that for which it was originally collected and processed. In the interests of transparency and openness details on personal information that may be included has been listed:

Professional Networking

Personal information

- Name
- Date of birth
- Gender
- Home address
- Personal email address
- Work email address (where provided)
- Mobile number
- Home number
- Nationality

Educational Information:

- Establishment
- School
- Campus
- Award title
- Class of

Business Information (where provided):

- Organisation
- Position
- Industry

What the information is used for:

- To build a global community of University of Lincoln graduates
- To keep graduates informed about University news and developments
- To inform graduates about professional networking events, alumni receptions, exhibitions and guests lectures in the UK and around the world
- To inform graduates about opportunities in which they can support current students - becoming a mentor and giving careers talks in lectures and at events.
- To request alumni case studies to inspire current students and alumni
- To request permission to profile graduates in publications to show career destinations
- To inform graduates about a range of services available to them once they leave the University including free library membership.

Further information about the University's Alumni Network is available at www.lincoln.ac.uk/alumni

Keep your details up-to-date by contacting alumni@lincoln.ac.uk

If you wish to withdraw from the University's Alumni Network please contact the Alumni team on the same email address as above.

Students can keep up to date with colleagues by using social media sites including Twitter and LinkedIn. The privacy notices for these sites are available through logging into your own account.

University of Lincoln

When you enrol you have the opportunity to become a member of the University of Lincoln Students' Union (ULSU). With your consent we will

Students' Union (ULSU) share your information to enable the ULSU to provide services and support to you. This information is: Student ID number, Name, Date of birth, Home address, Personal email address, Mobile number, Stage code, Campus, Course, Student type, Student status, Mode, Level of study, Gender, School, College.

ULSU's Privacy Policy is available here:

<http://lincolnsu.com/your-union/about-us/privacy-policy>

Office of the Independent Adjudicator If you decide to lodge a complaint with the Office of the Independent Adjudicator (OIA) information relevant to the complaint will be shared with the OIA:

<http://www.oiahe.org.uk/about-us/policies/data-protection-policy.aspx>

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

In some circumstances the University may need to transfer your personal data outside the European Economic Area (EEA). If this is the case the University will make every effort to ensure that there are adequate levels of protection and safeguards in place so that your data is handled appropriately and securely in accordance with data protection laws.

How long we keep your information

Your contact details and a record of your marks will be kept indefinitely so that we can provide you with replacement certificates or verify your results as required.

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected (unless otherwise advised) and in accordance with the University's records retention schedule. The University's retention schedule is currently being created in line with the Jisc Retention Schedules (the University reserves the right to change its retention schedule at any point).

Data will be kept securely and destroyed when no longer required. The University may also decide to archive some data. For more information regarding the retention of your personal data please contact the Apprenticeship Administrator for your School (National Centre for Food Manufacturing, School of Engineering, School of Health and Social Care or Lincoln International Business School).

The Jisc Retention Schedule can be found at;

http://bcs.jiscinfonet.ac.uk/he/default_activity.asp?Top_Level_ID=1&Function_L1_ID=1#skipnav

Unless you object, the University Alumni Network will keep your information for the duration of your membership with them.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

- Access** You have the right to request a copy of any personal information we hold about you.
- If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.
- Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.
- To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.
- Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.
- Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.
- Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on compliance@lincoln.ac.uk or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact the Information Compliance Officers and explain your objection. They can be contacted on the details above.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Consent can be withdrawn by contacting the Information Compliance team who will consider your request in accordance with data protection laws.

How to contact us

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.