



# UNIVERSITY OF PLYMOUTH

Faculty of Science and  
Engineering

University of Plymouth  
(Data Controller)

General Data Protection Regulation  
(GDPR)

PRIVACY NOTICE FOR WORK EXPERIENCE

Faculty of Science and Engineering

[FOSE.WorkExperience@plymouth.ac.uk](mailto:FOSE.WorkExperience@plymouth.ac.uk)

## **Introduction**

As part of any placement process, The University of Plymouth collects and processes personal information, or personal data, relating to work experience applicants. This personal information may be held by The University of Plymouth on paper or in electronic format.

The University (“we” or “us”) is the Data Controller of your information and is registered with the commissioner’s office under registration number Z7546246. We are committed to protecting the privacy and security of your personal information and to meeting the data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018.

The purpose of this privacy notice is to make you aware of how and why we collect and use your personal information during our work experience programme. We are required under GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all work experience applicants, whether they apply for a role directly or indirectly through a parent or educational provider.

## **What type of data do we collect?**

The University of Plymouth collects, uses and processes a range of personal information about you in relation to our work experience programme. This includes (as applicable):

- Your contact details, including your name, address, telephone number and personal email address.
- Personal information included in a CV, any application form, covering letter or interview notes.
- Emergency contact information (only once the placement has been confirmed)
- Information about your health, including any medical condition, health and disability information (only once the placement has been confirmed).
- Photographs taken during the work placement for marketing or publicity purposes. The University of Plymouth requires your signed permission and that of your parent/guardian or educational provider before any photography is captured.

## **When and how do we collect your data?**

The University of Plymouth collects personal information about you during the application process either directly from you or sometimes from a third party such as a school or college.

Your personal information may be securely stored in different places including the University of Plymouth work experience SharePoint system, Salesforce, Higher Education Access Tracker (HEAT) database and in other IT systems, such as email.

## **How do we use your personal information?**

We need all types of personal information listed above to enable us to comply with our legal obligations. The purposes for which we are processing, or will process, your information are to:

- Manage the work experience application process and assess your suitability for a placement
- Decide to whom to offer work experience
- Meet our obligations under health and safety laws
- Comply with statutory and/or regulatory requirements and obligations
- Ensure compliance with your statutory rights
- Ensure effective HR, personnel management and business administration
- Communicating with you about your placement
- Facilitating your attendance on your placement
- If you consent, communicating with you in relation to future suitable work placement experiences
- If you consent, communicating with you about our courses

Please note that we may process your personal information without your consent, in compliance with these rules but only where this is required and permitted by law.

## **What is the lawful basis for the processing?**

We will only use your personal information when the law allows us to. These are known as the lawful bases for processing. We will use your personal information in one or more of the following circumstances:

- Where we need to do so to perform the placement agreement with you
- Where we need to comply with a legal obligation
- Where it is necessary for our legitimate interests (or that of a third party), and your interests or your fundamental rights and freedoms do not override our interests.

Some special categories of personal information i.e. information about your health, is processed so that we can perform or exercise our obligations or rights under employment law, public interest (equality of opportunity) or by your consent and is in line with our [Data Protection Policies](#)

The purpose for which we are processing these special categories of personal information, are to:

- Assess your suitability for employment or engagement
- Comply with the duty to make reasonable adjustments for disabled employees and workers and with other equality obligations
- Meet our obligations under health and safety laws
- Manage, plan and organise work
- Monitor equal opportunities

## **How long do we keep your data?**

The University of Plymouth will only retain your personal information for as long as it is necessary to fulfil the purpose for which it was collected and processed.

If your application for work experience is unsuccessful, The University of Plymouth will securely and effectively destroy or permanently erase your data from our IT systems.

If you have consented to The University of Plymouth keeping your personal information on file in case there are future suitable work experience opportunities, the University of Plymouth will keep your personal information for a further 3 years after the end of the relevant placement exercise, or until you withdraw your consent if earlier.

If your application for work experience is successful, personal information gathered during the placement process will be retained for the duration of the placement and for a further 3 years, or until you withdraw your consent if earlier. Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems.

### **Who do we share your data with?**

Your personal information may be shared internally within the University of Plymouth for the purpose of the work experience placement, including staff within the department offering the work experience, members of the HR department, Faculty work experience coordinators, first aiders, Faculty Safety Coordinator. Your personal information may also be shared with the Faculty Marketing Team for data collection purposes.

We may share your personal information with third parties such as educational providers where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of the third party). This may include providing feedback about your placement to your education provider.

If you opt in to receive information about our courses your data will be stored and shared within our Salesforce system. If you opt in to Higher Education Access Tracker (HEAT) your data will be stored and shared within the HEAT database and any third parties managing HEAT and HEAT service subscribers and approved researchers, and also for storage.

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

As a data subject you have a number of statutory rights. Subject to certain conditions and in certain circumstances, you have the right to:

- access and obtain a copy of your data on request
- require the University to amend incorrect or incomplete data
- require the University to stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the University is relying on its legitimate interests as the legal ground for processing
- require us to erase your personal data
- require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal)
- receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller.

Please note that the above rights are not absolute, and the University may be entitled to refuse requests where exceptions apply

## **Who can I contact?**

If you have any questions about the Faculty work experience programme please email [FOSE.WorkExperience@plymouth.ac.uk](mailto:FOSE.WorkExperience@plymouth.ac.uk)

If you have a general question about how your personal information is used by the University, wish to exercise any of your rights or make a complaint about the way you believe your data is being processed, please contact the University's Data Protection Officer: [dpo@plymouth.ac.uk](mailto:dpo@plymouth.ac.uk).

If you have a complaint and you remain dissatisfied with how your complaint has been dealt with you can take it to the Information Commissioner's Office (ICO) for a review. They can be contacted at [casework@ico.org.uk](mailto:casework@ico.org.uk).