

# Privacy Notice – Work Experience Opportunity Peterborough

Date of Last Update: 06 June 2018

## Overview

Our Work Experience service identifies opportunities for young people to gain work experience with employers as part of their education at school.

As some of the personal information we hold relates to children, additional safeguards and processes are in place to prevent data misuse.

We gather data for the businesses involved in the scheme (we are the data collectors). The student information is provided by the schools (we are the data processors) to find suitable placements.

The information that we hold on company individuals is limited to basic information so that we have a contact and representative for the company. This is held on a contractual basis to allow us to perform our services.

In a similar way, we will hold individual data for our staff contacts at schools and colleges, and as above is for the purposes of contacting the organisation on a contractual basis.

The student information that we receive will have had the appropriate consent obtained from the students and parents/guardians by the school and we process this on a contractual basis with the school. As part of our contract with each school and college we require assurance that the individual data has been obtained with the appropriate legal basis.

## What Information we hold about you?

For our business contact and schools/colleges contacts we hold the following personal information about you that includes:

**Basic Contact Details.** Name, Email address and organisation name that you represent.

**Activity.** The activity and placements that you undertake with the work experience team. This will include the job description for each placement and the associated risk assessment.

All other information that we hold relates to the business/organisation rather than an individual. As an example, Health & Safety Assessments, Financial and Contractual documentation.

For the students whose information is kept on our system we hold the following information:

Information provided by the school/college that the student attends which could include name, date of birth, gender, ethnicity, home details, parents details, potential medical details or special education needs information.

## What do we do with your information?

The individual information we hold for business and schools contacts is solely used as a point of contact to deliver our services to all organisations and businesses involved in the Work Experience programme.

The student personal information that we hold during the placement is solely used to coordinate a work experience placement for the student. It is not used for any other purposes.

After the placement has been completed, we hold the minimum information necessary to identify that a student has been on a work placement this includes the job description of the placement and also the health and safety assessment of the employer. We hold this information indefinitely, so that at any point in the future, we can have the ability to identify and prove that a student was on a placement at a specific point in time.

All non-statutory information will be removed from digital and paper-based systems one year after your involvement ends with the Work Experience programme.

All information that we hold at our offices relating to the Work Experience program has limited personnel access, require password authentication to access and physical information is held in locked secure storage that only designated individuals with access cards to our offices can use.

## What Information do we need?

We require contact information with each organisation, business or school/college so that we can deliver our contractual service.

The student information is required to make sure that they receive an appropriate opportunity and are safe whilst they are on the placement. We only ask for the minimum amount of information required to place each student.

## Who do we share your information with?

We currently share your personal information with the following organisations:

**Nicholas Associates Software.** Nicholas Associates Software is part of the Nicholas Associates Group. They host the whole Work Experience Software as an online service through their AllTogether platform. Access is via secure logins and password for all parties that access the system. Whilst they have technical access to the data, they are contracted to safeguard and not to use any data held within the system.

**Google.** We use Google to host our email systems. As with all our technology partners, they technically have access to the data that is stored on their servers and they have strict security measures in place to prevent any data breaches both internally and externally.

**Serco/Peterborough City Council.** We have our own file servers for storing data that are managed by a third party. As with the providers above they are contracted to safeguard and not to use any data held within the system.

None of your personal information is sold or passed onto other parties without your express permission.

All organisations that we select as suppliers to provide business functions are checked for compliance with GDPR and how they look after and safeguard any data that is held on you.

We may disclose your personal information to third parties:

In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.

If Opportunity Peterborough Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its bondholders and users will be one of the transferred assets.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our [terms of use](#) and other agreements; or to protect the rights, property, or safety of Opportunity Peterborough Limited, our bondholders, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## Your Individual Rights

We take your privacy and the security of information that we hold about you very seriously. This policy outlines what we do with your information and why we require it. We will notify you if this policy changes.

You have the right to know what data and information we hold on you. If you would like to see this you can make a request by email or verbally and we will provide you a response within one calendar month.

If any of the information we hold about you is incorrect, please let us know and we will rectify this as soon as possible.

If you feel that we hold any information about you that we shouldn't have, or if we are using your information in a way that you do not agree with or using it for something you don't agree with, please let us know, and we will provide a response within one calendar month.

If you require, we can provide information and data held on you in a structured, commonly used and machine-readable format.

We do not use any of your personal information for automated decision-making.

## Changes to the Privacy Policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy. You can determine when this Privacy Policy was last revised by checking the "Date of last update" legend at the top of this Privacy Policy.

## Contact Details

If you have any query relating to this policy, please do not hesitate to contact us via the following methods:

Email: [info@opportunitypeterborough.co.uk](mailto:info@opportunitypeterborough.co.uk)

Post: Opportunity Peterborough, Allia Future Business Centre, London Road, Peterborough, PE2 8AN