



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

EMPLOYER PRIVACY NOTICE

How we use information

The categories of information that we process include:

- Personal information (such as name and contact details)
- Company information obtained through the contracting process
- Company activities, policies and procedures

Why we collect and use employer information

We use employer data to:

- provide access to suitable young people for work experience, traineeships or apprenticeships

The lawful basis on which we collect and use your information is “legitimate interest”. This is because we will be using your data in ways you would reasonably expect and which have a minimal privacy impact.

Collecting employer information

- Electronically, in person or on the telephone
- Apprenticeship, traineeship and work experience contracts / agreements
- Health and safety inspections
- Companies house

Employer data is essential for the college’s operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We hold employer data securely for as long as we are working together

Who we share employer information with and why

We share this information with learners in order to facilitate their placement

Safe storage of learner information

We require that you safely process and store all learner information in line with our GDPR policy which is available here www.bodenscollege.co.uk

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request please contact katie@bodens.co.uk

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>

If you would like to discuss anything in this privacy notice, please contact: katie@bodens.co.uk

Last updated	Next review	Person responsible
October 2023	October 2024	KM