

Who we are

The University of Wolverhampton ('The University', 'we' or 'us') are a 'Data Controller', as defined by the Data Protection Act 2018 and are responsible for, and control the processing of your Personal Data. You can contact us at email dataprotection@wlv.ac.uk, University of Wolverhampton, Wulfruna Street, Wolverhampton WV1 1LY. Tel. 01902 32 1000. Our Data Protection Officer can be contacted at dataprotection@wlv.ac.uk.

We are committed to protecting your privacy. This notice explains how the University of Wolverhampton collects and processes your Personal Data.

The Apprenticeship Hub Purpose

The University of Wolverhampton Apprenticeship Hub (AH) was launched in September 2016 and drives the UoW apprenticeship aims and ambitions to aid the development and implementation of higher level professional and technical skills. The Apprenticeship Hub works with employers, partners and stakeholders to develop and deliver Higher and Degree Apprenticeships.

How We Use Your Data

The data protection legislation states that the data controller must inform individuals of the purposes for processing personal data and have a lawful basis to process it.

Purpose	Lawful Basis (Reason)
Assessing your eligibility to be offered a place on one of our apprenticeship programmes – as part of this process your data may be shared with several departments in the University.	Necessary for a contract or entering into a contract
Promotional purposes, marketing or surveys typically done by the Marketing Department, Aspire to HE or our Recruitment Department.	Soft opt in

If your application is successful, some of the information that you have supplied will be used for your enrolment and we will also request further information from you at that stage.

Information We Collect

We are relying on 'soft opt in' as our lawful basis to contact you for marketing and promotional purposes because we have an existing relationship with you. If you wish to opt out of this, you can visit the 'Update personal details' page in e:Vision. We will also always give you the opportunity to opt out every time we communicate with you. Throughout the application process we will always highlight areas where we need to ask for your consent as the lawful basis and will give you the choice to opt-in. If you do consent or opt in, we will let you know how you can opt out in the future. We will not process your personal data for any other purpose other than those stated above without informing you first.

The vast majority of information that we process about you will be provided by you. This will typically be via our website or collected from the application process. We may get additional information from your referee or employer where one is required.

Information provided by you will include details such as your full name (including former name or alias), gender, date of birth and contact details, such as address, email address and telephone number, information relating to your education and employment history, your current job title, job description, contract of employment and information pertaining to your education, health and care plan (EHC) and any additional learning needs you may have. The lawful basis we rely on for processing this information is that it is necessary for a contract or entering into a contract.

We also collect your national insurance number (or other tax identification number) passport identification number or national identity card details and country of domicile. The lawful basis we rely on for processing this information is that we have a legal obligation to collect this for verification purposes.

In addition, we collect Special Category personal data including your nationality, religion, race and health data as we have a legal obligation to do so for equality monitoring purposes.

Who We Share Your Personal Data With

Information is shared with relevant departments within the University for the purposes outlined above. In addition, specific data may be obtained from and shared with the following external parties for the purposes specified:

Recipient or Source	Purpose and type of data	Lawful Basis
Education and Skills Funding Agency (ESFA)	To comply with audit and funding requirements	<i>Public Task</i>
Your Employer	To facilitate your application	<i>Necessary for a contract or entering into a contract</i>
Learner Records Service	To verify your qualifications	<i>Necessary for a contract or entering into a contract</i>

Where we use a third-party organisation to administer any services we will always ensure that they have robust data security measures that comply with current Data Protection law in place and will always inform you.

We may also share personal details with organisations with enforcement powers such as HMRC or the Police. However, we will only do so if this is required to comply with our legal obligation to disclose information to these bodies.

We do not share your data with external organisations for marketing their products or services. We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

We will only share the minimum amount of personal data with any of the above and will always do so in accordance with the law.

Retention

There are different periods of time in which your data is held for dependant on which of the below categories your application falls under:

Type	Retention period
Education and Skills Funding Agency Course	End of relationship + 6 years for funding and regulatory purposes
European Social Funding Course	End of relationship + 10 years for funding and regulatory purposes
Unsuccessful applications	Current Academic Year + 6 months

Your Rights

As an individual, you have a number of rights available to you. To find out more about how you may exercise those rights, for example the Right of Subject Access: obtaining a copy of your information which we may hold, or the Right to Rectification: correcting any mistakes or completing the information we hold about you, please see our Data Protection web pages available [here](#) or the [ICO website](#) for more information. Note that because we are collecting this information on the basis that it is necessary for a contract the Rights to Object to Processing and the Right not to be subject to a decision based solely on automated processing will not apply, but you will still have the right to request human intervention from the University and, to express your point of view and to contest any decision in this way.

How to Complain

If you have any queries, concerns or believe that your Personal Data is being handled in a manner which is contrary to statutory requirements, you may wish to contact the University of Wolverhampton's Data Protection Officer via dataprotection@wlv.ac.uk or complain to the ICO via www.ico.org.uk

Changes to Privacy Notice

We regularly review our privacy notice and will review it at least annually. This privacy notice was last updated on 29 June 2020