

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

Once you accept a place on a course and/or register as an apprentice at the University you will be directed to complete the online Enrolment Form. We will process the personal data collected at application for the purposes of enrolment into the university and for other related purposes whilst you are studying with us. You can see these purposes below. Data protection legislation states that the data controller must also have a lawful basis to process or use your personal data and we will be relying on a number of these in line with the purposes.

Purpose	Lawful Basis (Reason)
Provision of academic courses and programmes	Necessary for a contract or entering into a contract
Support Services for academic courses and programmes to students (including IT and library services)	Necessary for a contract or entering into a contract
Assessment of academic progress and performance (including attendance)	Necessary for a contract or entering into a contract
Administration of complaints, grievances and appeals	Necessary for a contract or entering into a contract
Immigration matters	Legal obligation (in relation to students or applicants who hold Tier 4 visa)
Making reasonable adjustments for disabilities and providing relevant support to students or applicants with ill health	Legal obligation in relation to our duty to find out and make reasonable adjustments
Carrying out internal research and analysis for non-academic purposes including monitoring performance and quality at an institutional level and where there is no direct impact on data subjects (Anonymous non-identifiable and aggregate level data)	Legitimate interest in ensuring that the University is able to benefit its staff and students through understanding how they are impacted by its practices
Supplying contact details to the relevant council tax authority in registered place of	Legal Obligation

residence for Council Tax Registration purposes	
Inclusion of course taken and grade achieved for the award ceremony	Legitimate interest of the University to recognise achievements students and staff
Assessment of academic progress and performance (including attendance)	Contractual necessity
Communicating directly to students about their course or in case of emergency	In the legitimate Interest of the University for the smooth and efficient running of the university courses and services
Communication directly to students for the purposes of student experience and integration	Legitimate Interests
Inclusivity events such as speeches, talks, meet and greets, discussions and other scheduled activities, which are not marketing related	Legitimate Interests
Events and communications arising out of becoming an Apprenticeship ambassador	Legitimate Interests
For the purposes of marketing our products or services via phone, SMS and email	Soft opt in
For the purposes of marketing our products or services via post	Consent
Alumni relations	Necessary for the legitimate interests of the University's Alumni department Consent for marketing, fundraising and maintaining an alumni network
Market research and surveys	Necessary for the legitimate interests of planning and developing the University's operations.
Graduation Preparation	In the legitimate Interest of the University smooth and efficient running of the university's graduation ceremony
External Reporting including to OfS and its agencies and ESFA	Legal Obligation

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 enrolment form 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 following personal information has been collected from the application process, including:

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 funding and audit requirements	Public Task
Current Employer	Payment of fees and to support progression – Contact details, grades etc.	Necessary for a contract or entering into a contract
Wolverhampton Students Union	To provide students with the benefits of Students Union Service - Contact details	Legitimate interest of the Student Union and in the interest of the student to access the benefits
External Examiners	To evaluate all forms of assessment contributing to students degree results and help ensure fairness and consistency in the assessment process	Necessary for a contract or entering into a contract
External Reporting including OfS and its agents (Typically HESA, QAA but can outsource to private providers where appropriate)	HESA includes returns of identifiable personal data including special category data.	Statutory requirement
Ipsos Mori and HESA	For the purposes of surveys including the National Student Survey (NSS) and Graduate Outcomes Survey (GOS).	Statutory requirement
Professional Accrediting Bodies	To support or confirm accreditation - Contact details and progression information	Necessary for a contract or entering into a contract
Medical and Health Practitioners	To understand health needs and make reasonable adjustments to support students – Details about your health and mobility	Legal obligation to ask but you only respond if you consent
Virtual Learning Environment (CANVAS)	Student data – in particular module registrations and results.Provision of academic courses and programmes	Necessary for a contract or entering into a contract
Other virtual learning platforms including Pebble Pad	Student data – in particular module registrations and results.Provision of academic courses and programmes	Necessary for a contract or entering into a contract
Various University teams for Internal Surveys	To provide feedback on various metrics (such as teaching quality) and plan and develop services offered by the university based on the findings	In the legitimate interest of the University for course improvement
End Point Assessment Organisation	To carry out an independent assessment of the your knowledge, skills and behaviours to award the apprenticeship	Necessary for a contract or entering into a contract
Learner Records Service	To verify your qualifications	Necessary for a contract or entering into a contract

Your personal data may be shared when necessary with external organisations which assist with the student application and enrolment process. These organisations act on our behalf in accordance with our instructions for the purposes outlined above and do not process your data for any other purpose. We ensure we have appropriate data sharing agreements and contracts in place before sharing your personal data with any data processors. Sometimes, your personal data is processed by these organisations outside the European Economic Area (for example, because they use a cloud-based system with servers based outside the EEA), and if so, appropriate safeguards are in place to ensure the confidentiality and security of your personal data.

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. A skeleton record of will be kept for a period of 99 years for enabling award verification.
European Social Funding Course	End of relationship + 10 years for funding and regulatory purposes. A skeleton record of will be kept for a period of 99 years for enabling award verification.

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