

## City of York Council (York Learning) Privacy Notice for Employers

### Purpose of Processing

City of York Council (known to the employer as York Learning) is a post 16 education and training provider. The funding used to provide this education and training comes from a variety of sources as indicated by the following:

- Education Skills and Funding Agency ( ESFA)
- European Social Fund ( ESF)

The Data Controller can be contacted through details on the separate privacy statement issued by the ESFA on the Individual Learner Record (ILR) before the learner (data subject) begins their course, or on the link below.

[www.gov.uk/government/publications/sfa-privacy-notice](http://www.gov.uk/government/publications/sfa-privacy-notice)

### Legal basis for processing

York Learning is contractually required to process employer personal data by the above funding bodies, who act as the *data controller*. This means that we are legally obliged to have this data as a prerequisite for delivering apprenticeship and work based learning training. This is so the controller can meet their statutory responsibilities and exercise its functions.

### Categories of personal data

We collect ordinary personal data from employers; a named employee and their contact details such as email address and telephone number. This information is transferred and stored securely to a third party organisation named Blue Sheep, in order to create an employer identifier.

Please see the link below to their privacy policy:

[www.bluesheep.com/privacy-policy](http://www.bluesheep.com/privacy-policy)

In addition, named employer data will appear on Google sites- our electronic portfolio system accessed by learners, York Learning assessors and employers.

Please see the link below to their privacy policy:

<https://policies.google.com/privacy/update>

## **Source of data/ Data recipients**

The data is supplied by the employer.

## **Storage**

All employer data is stored securely both in hard copy and electronic format on servers based in the UK. The exception here is Google sites who may securely transfer and store data outside the EU. Google is part of both the EU-US and the Swiss- US Privacy Shield Framework which supports additional self regulation around data protection.

## **Consent for processing personal data**

As a learning provider we would like to make you aware from time to time about other training we offer as part of the training provider offer. This is normally through informal conversations within a current professional relationship.

Occasionally we may wish to contact you directly through marketing brochures or electronic communications. Although we use Mailchimp for this purpose, all marketing contact will be conducted by York Learning. Please find the link to Mailchimp's privacy policy below:

<https://mailchimp.com/legal/privacy/>

We will ask for your consent to contact you about our offer through a clear opt in box for specific marketing services.

We will store all personal data securely and with restricted access.

## **Retention**

Personal data required as part of our legal obligations will be retained and archived both on site and off site for 13 years after the learning has completed, and securely destroyed. However, we will regularly review and minimise other records with the aim of partial or full deletion where possible. Data uploaded to the ILR record is kept on an ongoing basis as part of ESFA legal obligations.

Personal employer data on Google sites will be deleted once the learner has completed their training.

## Rights of Access

To find out about your rights under the GDPR 2018 you can go to the Information Commissioners Office (ICO) <https://ico.org.uk/for-the-public/>

If you have any questions about this Privacy Notice, your rights, or if you have a complaint about how your information has been used, please contact the Data Protection Officer via the Information governance and customer feedback team at [foi@york.gov.uk](mailto:foi@york.gov.uk) or on [01904 554145](tel:01904554145)