



Privacy Policy
The City and Guilds of London Institute Work Experience Student

Introduction

The City & Guilds Group is committed to data security and the fair and transparent processing of personal data. This privacy policy (**Policy**) sets out how we will treat the personal data which you provide to us in compliance with applicable data protection law, in particular the General Data Protection Regulation (EU) 2016/679 (**GDPR**).

Please read this Policy carefully as it contains important information on who we are, how and why we collect, store, use and share personal data, your rights in relation to your personal data, how to contact us and supervisory authorities in the event that you would like to report a concern about the way in which we process your data.

Who are we?

The City and Guilds of London Institute is a charity incorporated by Royal Charter, with registered charity number 312832 (England and Wales) and SC039576 (Scotland) (**City & Guilds**). Our registered address is 1 Giltspur Street, London EC1A 9DD.

For the purposes of the GDPR, City & Guilds is the 'controller' of the personal data you provide to us or one of our associated companies (together the **City & Guilds Group**).

If you have any queries about this Policy, the way in which City & Guilds processes personal data, or about exercising any of your rights, please send an email to gdpr@cityandguilds.com or write to Data Protection, City & Guilds, 1 Giltspur Street, London EC1A 9DD.

City & Guilds collects the data of its work experience scheme applicants and students. This Policy, any other documents referred to in it, sets out the basis on which City & Guilds processes personal data.

What personal data do we collect?

We may collect and process the following personal data:

Information you provide to us:

- Name
- Date of birth
- Organisation name
- Job Role
- Address
- Email address
- Telephone number
- Career interests
- Your skills and experience
- Your professional development goals
- Your level of experience for a range of office software
- Personal information about yours and your parents background that are necessary in order to process your application in accordance with our recruitment policy for this role
- Your hobbies

- Disability information/any adjustments
- Equal opportunity monitoring information

Information we collect about you

If you visit our website, we may automatically collect the following information:

- technical information, including the internet protocol (IP) address used to connect your computer to the Internet, login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- information about your visit to our website such as the products and/or services you searched for and view, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page;
- any phone number used to call our customer service number.

Information we receive from other sources

We may also receive information about you if you use any of the other websites we operate or the other services we provide. We may also receive information about you from your education provider when they register to receive products and/or services from us.

Information about other people

If you provide information to us about any person other than yourself, such as your relatives and next of kin, , you must ensure that they understand how their information will be used, and that they have given their permission for you to disclose it to us and for you to allow us, and our outsourced service providers, to use it.

Sensitive personal data

In certain limited cases, we may collect certain sensitive personal data from you such as information about your physical or mental health or condition, to enable us to administer requests for reasonable adjustments or sensitive personal data or racial/ethnic origin in order for us to be able to monitor our work experience scheme. However, we will only do so on the basis of your explicit consent.

How do we use your personal data?

We may use your personal data where this is necessary to pursue our legitimate interests as a provider of work experience including to:

- provide you with newsletters, surveys, information about our programmes and events by a member of the City & Guilds Group which may be of interest to you; and
- communicate apprenticeship vacancies within the City & Guilds Group which may be of interest to you

You have the right to object to the processing of your personal data on the basis of legitimate interests as set out below, under the heading Your rights.

We may also process your personal data if required by law, including responding to requests by government or law enforcement authorities, or for the prevention of crime or fraud.

Who do we share your personal data with?

We may share your personal data with members of the City & Guilds Group. You can read more about our group companies at www.cityandguildsgroup.com

We take all reasonable steps to ensure that our staff protect your personal data and are aware of their information security obligations. We limit access to your personal data to those who have a genuine business need to know it.

We will ensure there is a contract in place with the categories of recipients listed above which include obligations in relation to the confidentiality, security, and lawful processing of any personal data shared with them.

Where a third party recipients is located outside the European Economic Area, we will ensure that the transfer of personal data will be protected by appropriate safeguards, namely the use of standard data protection clauses adopted or approved by the European Commission where the data protection authority does not believe that the third country has adequate data protection laws.

We will share personal data with law enforcement or other authorities if required by applicable law.

How long will you keep your personal data?

We will retain personal data relating to your role as a work experience student at the City & Guilds group following the completion of your placement. for 10 years following your work experience ending.

Where do we store your personal data and how is it protected?

We take reasonable steps to protect your personal data from loss or destruction.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Where you have a username or password (or other identification information) which enables you to access certain services or parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your personal data transmitted to our site; any transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

Your rights

Under the GDPR, you have various rights with respect to our use of your personal data:

Right to Access

You have the right to request a copy of the personal data that we hold about you by contacting us at the email or postal address given below. Please include with your request information that will enable us to verify your identity. We will respond with 30 days of request. Please note that there are exceptions to this right. We may be unable to make all information available to you if, for example, making the information available to you would reveal personal data about another person, if we are

legally prevented from disclosing such information. Or if your request is manifestly unfounded or excessive.

Right to rectification

We aim to keep your personal data accurate and complete. We encourage you to contact us using the contact details provided below to let us know if any of your personal data is not accurate or changes, so that we can keep your personal data up-to-date.

Right to erasure

You have the right to request the deletion of your personal data where, for example, the personal data are no longer necessary for the purposes for which they were collected, where you withdraw your consent to processing, where there is no overriding legitimate interest for us to continue to process your personal data, or your personal data has been unlawfully processed. If you would like to request that your personal data is erased, please contact us using the contact details provided below.

Right to object

In certain circumstances, you have the right to object to the processing of your personal data where, for example, your personal data is being processed on the basis of legitimate interests and there is no overriding legitimate interest for us to continue to process your personal data, or if your data is being processed for direct marketing purposes. If you would like to object to the processing of your personal data, please contact us using the contact details provided below.

Right to restrict processing

In certain circumstances, you have the right to request that we restrict the further processing of your personal data. This right arises where, for example, you have queried the accuracy of the personal data we hold about you and we are verifying the information, you have objected to processing based on legitimate interests and we are considering whether there are any overriding legitimate interests, or the processing is unlawful and you elect that processing is restricted rather than deleted. Please contact us using the contact details provided below.

Right to data portability

In certain circumstances, you have the right to request that some of your personal data is provided to you, or to another data controller, in a commonly used, machine-readable format. This right arises where you have provided your personal data to us, the processing is based on consent or the performance of a contract, and processing is carried out by automated means. If you would like to request that your personal data is ported to you, please contact us using the contact details provided below.

Please note that the GDPR sets out exceptions to these rights. If we are unable to comply with your request due to an exception we will explain this to you in our response.

Contact

If you have any queries about this Policy, the way in which City & Guilds processes personal data, or about exercising any of your rights, please send an email to gdpr@cityandguilds.com or write to Data Protection, City & Guilds, 1 Giltspur Street, London EC1A 9DD.

Complaints

If you believe that your data protection rights may have been breached, and we have been unable to resolve your concern, you may lodge a complaint the applicable supervisory authority or to seek a

remedy through the courts. Please visit <https://ico.org.uk/concerns/> for more information on how to report a concern to the UK Information Commissioner's Office.

Changes to our Policy

Any changes we may make to our 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 Policy.