



Privacy Notice for Employers

City College Norwich (CCN) collects, uses, and shares personal data from employers in line with data protection law. As the data controller, the College complies with the Data Protection Act 2018 and UK GDPR.

For any queries, you can contact our Data Protection Officer at data.protection@ccn.ac.uk

The personal data we collect and why we collect it

Keeping in touch with employer contacts

We collect basic personal data—such as your name, address, phone number, email, website, and business details—to stay in touch and provide requested services.

We do **not** collect special category data (e.g., disability or ethnicity) for this purpose. We may contact you about services that could benefit your business, including careers events, networking opportunities, and employment vacancies.

Your data also helps us connect students and graduates with relevant opportunities. You'll receive our business e-newsletter and occasional programme-specific marketing; you can unsubscribe anytime via the link in the newsletter.

We process your data based on your consent, which you can withdraw at any time by contacting our Data Protection Officer at data.protection@ccn.ac.uk

Specific schemes or initiatives

If you take part in a scheme or initiative, we'll ask for the necessary data via specific documentation, which will explain what we collect and why.

We process this data because it's required to perform a contract with you or to take steps at your request before entering a contract. If we need to collect special category data, we'll identify an additional legal basis for processing and inform you as required by data protection law.

Placements/Work Experience

City College Norwich partners with employers to offer work experience and substantial industry placements (315+ hours), giving young people the chance to develop practical, technical, and employability skills in real workplace settings.

Well-planned placements help students build personal and social skills and understand the world of work. Longer industry placements allow for deeper skill development and stronger links between education and employers.

Apprenticeships

We collect personal and financial data from employers to support quality assurance and meet the requirements of government agencies, including:

- ESFA (Education Skills Funding Agency)
- HESA (Higher Education Statistics Agency)
- QAA (Quality Assurance Agency)
- OfS (Office for Students)
- Ofsted (Office for Standards in Education)

We process this data because it is necessary to perform a contract or comply with legal and regulatory obligations.

How do we collect the data?

We collect employer data through our Customer Relationship Management (CRM) system, other College systems, Microsoft Forms, and a third-party placement system called **GroFar**. All systems are secure and accessible only to authorised staff.

We also collect data via our website, but only when you voluntarily provide it (e.g., through forms). Any personal data submitted online is used only for the stated purpose and will not be shared without your consent.

Our web server automatically collects standard technical information such as IP address, browser type, operating system, and access times.

For details on cookies and how we use them, visit: <https://www.ccn.ac.uk/privacy-and-cookies>

Data sharing

We do not share your data with third parties unless you are involved in an apprenticeship programme with the College. In that case, we must share personal data with government agencies and regulators, including:

- ESFA (Education Skills Funding Agency)
- HESA (Higher Education Statistics Agency)
- QAA (Quality Assurance Agency)
- OfS (Office for Students)
- Ofsted (Office for Standards in Education)

How long do we keep your personal data?

We keep personal data to maintain contact with employers for as long as necessary, unless you withdraw consent or choose not to renew it during our periodic reviews. Mailing lists are reviewed every four years.

For apprenticeship programmes, the College must retain records for **seven years** after the apprenticeship ends.

Our lawful basis for using this data

We only collect and use your personal data when permitted by law. Most often, this is to:

- Fulfil a contract with you
- Comply with a legal obligation
- Carry out a task in the public interest

We may also use your data if:

- You have given consent
- It is necessary to protect vital interests
- We have a legitimate interest in processing it

If you give consent, you can withdraw it at any time. We will explain this when requesting consent and how to withdraw it.

Some of these reasons may overlap, meaning multiple legal bases can apply to our use of your data.

Your rights

How to access personal information we hold about you

You have the right to request access to personal information the College holds about you. If we hold your data, we will:

- Describe the information
- Explain why we process it and how long we keep it
- Tell you its source (if not from you)
- Identify who it has been or will be shared with
- Confirm any automated decision-making and its impact
- Provide a copy in an understandable format

In some cases, you may also request that your data be sent electronically to another organisation.

To make a Subject Access Request, contact our Data Protection Officer at data.protection@ccn.ac.uk

Your other rights regarding your data

Under data protection law, you have the right to:

- Object to the use of your data if it causes, or may cause, damage or distress

- Stop your data being used for direct marketing
- Object to automated decision-making
- In certain cases, have inaccurate data corrected, deleted, or restrict processing
- Claim compensation for damage caused by a data protection breach

To exercise any of these rights, contact our Data Protection Officer at data.protection@ccn.ac.uk

Complaints

We take complaints about how we collect and use personal data very seriously. If you believe our practices are unfair, misleading, or inappropriate, or have any concerns, please contact our **Data Protection Officer** at data.protection@ccn.ac.uk

You can also complain directly to the Information Commissioner's Office (ICO):

- Online: <https://ico.org.uk/concerns/>
- Call: **0303 123 1113**
- Write to:
Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions or need more details about this privacy notice, please contact our Data Protection Officer at data.protection@ccn.ac.uk