



The Open University's Employability, Internship and Work Placement Scheme

Scope

1. This document sets out what we do with your personal data in relation to applications for The Open University's Employability, Internship and Work Placement Scheme. Hereafter referred to as the Placement Scheme.
2. This document applies to you if you make an application or liaise with the University in relation to an application, to take part in the Placement Scheme.

Who we are?

3. The Open University is the data controller in relation to the processing activities described below. This means that the Open University decides why and how your personal information is processed.
4. Where this document refers to "we", "our" or "us" below, unless it mentions otherwise, it's referring to The Open University.

What information do we collect about you, and how do we collect it?

Information that you give to us

5. When you contact us to make a request or enquiry or when you apply for a role, we collect information that you supply and, for the purposes of equality monitoring, analysis and planning purposes we will also access information that is already held on your student records. This information is held by the Placements team and will be stored separately to any other records the University holds about you. The nature of this information may extend to (but is not limited to)
 - Personal Identifier (PI)
 - Name
 - D.O.B
 - Address or postcode
 - Email
 - Degree
 - Level of study (or date of graduation if alumni)
 - Nationality
 - Religion
 - Intended graduation date
6. Throughout the internship we will collect feedback from you in the form of phone calls, emails, evaluation forms and employability reviews for the purposes of evaluating the internship programme. This information is held by the Placements team and will be stored separately to any other records the University holds about you.

Information that we receive from third parties

7. Once your application is submitted to an employer, we will collect information from the employer regarding placement recruitment and the outcomes of the placement activity e.g. early termination, or further employment of the student. This enables us to administer the scheme effectively and check eligibility where required.

How do we use your personal information?

8. We also use personal data to analyse how successful our activities have been. For example, to see if groups of people with the same characteristics such as age group, gender, location etc respond more positively than other groups to a certain type of placement.
9. These activities are part of our public task of delivering Higher Education qualifications and supporting our learners.

Who do we share your information with?

10. We will provide your application and contact details to the employer for shortlisting purposes. If the employer carries out “blind” shortlisting, then your name, date of birth/ age and contact details will not be provided to the employer unless you are successfully shortlisted.
11. The employer will be a separate data controller and is responsible for their own compliance with data protection legislation.

Do we transfer information outside the EEA?

12. Generally, information you provide to us is stored on our secure servers, or on our cloud-based systems which are located within the EEA.
13. If we transfer your information outside of the EEA, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy. This would either be imposing contractual obligations on the recipient of your personal information or ensuring that the recipients are subscribed to ‘international frameworks’ that aim to ensure adequate protection. For example, we would ensure that a US based supplier has signed up to “Privacy Shield”.

How long do we keep your personal information for?

14. If we collect your personal information, the length of time we keep it for is determined by a number of factors including our purpose for using the information and our legal obligations. The Open University will hold all applications for the period of 6 months or the length of the internship whichever is longer.
15. We have a retention schedule for information and keep identifiable records only for as long as they serve a legal or business purpose.

Your rights

16. You have a number of rights in relation to your personal information. To exercise any of these rights, please contact us using the details in section 18 of this document.

17. You have the right

- To access your personal information that we process
- To rectify inaccuracies in the personal information that we hold about you

In some circumstances, you also have the right

- To have your details removed from systems that we use to process your personal data
- To restrict the processing of your personal data in certain ways
- To obtain a copy of your personal data in a structured electronic data file
- To object to certain processing of your personal data by us
- To request that we stop sending you direct marketing communications.

If you are concerned about the way we have processed your personal information, you can complain to the Information Commissioner's Office (ICO). Please visit the ICO's website <http://www.ico.org.uk> for further details.

Contact us

18. If you have any questions about how the university processes your personal information in relation to this programme or you would like to exercise any of these rights, please contact RES-student-programmes@open.ac.uk

19. Please direct any queries about this document or about the way we process your personal information to our Data Protection Officer using the contact details below.

- Email: data-protection@open.ac.uk
- Post: The Data Protection Co-ordinator
PO Box 497
The Open University
Milton Keynes
MK7 6AT