

# Northumbria University Continuing Workforce Development Provision Privacy Notice

## Data controller

**Data Controller Name:** University of Northumbria at Newcastle

**Data Protection Officer:** Duncan James

**Registration Number:** Z7674926

**Date of Next Renewal:** 01/08/2018

## Overview

Most people studying Continuing Professional Development (CPD) at Northumbria have their learning funded by Health Education England (HEE) and as a provider the University needs to collect some personal data from you and your employer and supply this to HEE to demonstrate that we are meeting our contractual obligations.

Details of the conditions for accessing provision funded by HEE are available from their website and can be found here: <https://madeinheene.hee.nhs.uk/cwd/Conditions-of-CWD>

## Categories of personal data

If you enrol as a student and are funded by HEE, some of the personal data that we hold about you will be used to form part of the monthly contract management report that is sent to HEE. This personal data will have been collected from you as part of your application process or provided by you via updates during your time as a student and will include:

- NHS/CCG/Employer;
- Employer Address;
- Staff Profession/Group;
- Job Title;
- Department;
- Pay Band;
- Employment Type;
- Gender;
- Name;
- Date of Birth;
- ESR Number.

In addition to the above some of the personal data we hold about you has been created by us as part of your education record, namely:

- Mode of study (e.g. full-time, part-time, distance learning);
- Academic department and programme of study;
- Start/end dates;
- Assessment Submission Dates and Results;
- Attendance Records;

- Cancellation/Discontinuation Information.

### **How personal data is stored by the CWD Team**

Personal data of students is stored by the CWD Team in Northumbria's student record systems including spreadsheets and shared drives located on Northumbria's servers. Access to personal data is restricted to those members of staff who have a requirement to maintain a relationship with you, and is controlled through user security profiles. All University employees, contractors and volunteers that are given access to personal data receive mandatory Data Protection training and have a contractual responsibility to maintain confidentiality.

### **How personal data is processed by the CWD Team**

Personal data is processed by the CWD Team to comply with contractual obligations in relation to funding by HEE.

### **Recipients of the personal data**

Personal data is shared with:

- Higher Education England;
- Your employer.

### **How long personal data is held by the CWD Team.**

The CWD Team, in compliance with Northumbria University's retention will maintain a stakeholder record for six years after completion of your studies.

### **Access to personal information**

You have a right to request copies of the data held about you by Northumbria University. To do so please submit a Subject Access Request (SAR) <https://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/northumbria-data-protection/subject-access-requests/> to the university Data Protection Officer.

Should you object to the holding of your data by Northumbria University, the use of your data for any or all of the above purposes, or should you wish to amend the type of communications you receive or the way in which Northumbria University contacts you, please contact [hs.cipdinfo@northumbria.ac.uk](mailto:hs.cipdinfo@northumbria.ac.uk)

### **Changes to this privacy notice**

From 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulations (GDPR) and this notice. will be updated prior to that date to accommodate the changes in the law. Any changes to this notice will be communicated to you.

### **Further information**

If you have any questions which you feel have not been covered by this Privacy Notice, please do not hesitate to email us at [hs.cipdinfo@northumbria.ac.uk](mailto:hs.cipdinfo@northumbria.ac.uk)