

## **Placement Provider Privacy Notice**

### **Introduction**

Northern Regional College (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant Data Protection legislation. This privacy notice should be read in conjunction with the [College Wide Privacy Notice](#)

This element of our privacy notice is for those providing work placement/experience for NRC students through the College’s work placement scheme.

NRC (the “College”) takes the privacy of stakeholders very seriously and this notice explains how the College processes and manages your personal data when you provide work placement. The College will process all personal data which you provide in compliance with GDPR and the Data Protection Act 2018 to meet our statutory obligations. We will never ask for information that is unnecessary to deliver this service. One of our responsibilities is to tell you about the different ways we collect and use your personal data.

The Data Protection Officer for the College is Catherine Guy: [dpo@nrc.ac.uk](mailto:dpo@nrc.ac.uk)

### **Lawful Basis**

Our lawful basis for processing your personal data in relation to your work placement or work experience are as follows:

- **Article 6.1(b)** processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

### **Categories of Personal Data**

Whilst providing work placement/experience, we require information from you to ensure safety of the students, nature of the business to assess Health and Safety requirements, if the environment is appropriate for the student placement requirements. In order for us to do this, the College will need to process the following categories of personal data:

- Name
- Company Name
- Address
- Contact details

- Nominated Supervisor Name/contact details
- Employer and Public Liability insurances details

**Who will have access to my information, or who will you share it with?**

The College will only share your personal information as outlined above with the placement provider under the lawful basis set out above and for the purpose of fulfilling our legal obligations to you e.g. NRC staff, College insurers/legal advisors, work placement/experience students.