National Work Experience Standard

CERTIFIED BY FUTURES FOR ALL

Certification Data Sharing and Privacy Guide

Why are we collecting your personal data?

Our National Work Experience Standard is an independent certification recognising employers who provide high-quality work experience, assessed against criteria developed by the country's largest provider of work experience.

Your organisation is taking part in the full assessment for National Work Experience Standard and we need to assess your work experience delivery to see whether it meets the standard. Therefore we need to collect a small amount of personal data from you.

Futures For All are the data controller and will make decisions about how and what personal data is used for this project. View our **Privacy Notice**.

What is the legal basis for processing activities?

The legal basis for processing is consent and we ask for your consent in our *Certification Data Sharing, Privacy Notice and Consent* form.

How will personal data be obtained?

Futures For All will collect personal data directly from participating employers and participation is entirely voluntary.

What personal data is being collected by this project?

Personal data on employers which will be collected by this project is:

- The name of the organisation/employer, the name(s) of participating employee(s), their job role and responsibilities, professional background and area of expertise, and relevant business contact details such as email address.
- As part of the full assessment, personal data could include photographs and email correspondence.

How will your personal data be used?

Your personal data will be used to:

- Contact you and give you information about your organisation's participation in our National Work Experience Standard programme.
- Help Futures For All undertake the National Work Experience Standard full assessment documentation review (where personal data is included in the information submitted for assessment).
- Produce anonymised and aggregated insight for reporting on the outcomes and impact of the programme.

Who will personal data be shared with?

Personal data will not be shared outside of Futures For All except where required to deliver the project through secure third-party data processors. This includes Microsoft Teams, which will be used for one-to-one interviews. Microsoft Teams acts as a data processor on our behalf and processes data in line with its own privacy and security obligations.

Virtual sessions will be recorded for note-taking, analysis, and evaluation purposes. Participants will always be informed when recording is taking place. Recordings will be stored securely and deleted in accordance with our retention policy.

Microsoft's Sharepoint is used to store documents relating to the full assessment and some of your personal data (as part of these documents) will therefore be stored there securely. The data will be deleted in accordance with our retention policy. View **Microsoft's Privacy Notice**.

Is personal data being transferred outside of the UK?

Futures For All only process and store data within the UK or European Economic Area or under equivalent adequacy arrangements approved by the European Commission.

How long will personal data be retained?

We retain your personal data for six years plus the current academic year in order to fulfil the purposes it was collected for and to enable us to comply with our legal obligations, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Once data meets the agreed retention schedule, we will delete all personal data that directly identifies you unless we are required to maintain your data in compliance with a legal obligation. We may also use aggregated data for statistical purposes.

Can I stop my personal data being used?

All personal data will be handled in accordance with the rights given to individuals under data protection legislation. Under certain circumstances data subjects have the right:

- To request access to information that is held about them (a data subject access request).
- To have personal data rectified if it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict processing of personal data (for example, permitting its storage but no further processing).
- To object to processing.
- To data portability.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect.

Futures For All may need to request specific information from you to confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This helps ensure that personal information is not disclosed to any person who has no right to receive it.

To exercise any of these rights, please contact **national.standard@futuresforall.org** or our DPO at: **dpo@futuresforall.org**

Use of Employer Name and Logo

With your explicit consent, Futures For All may publicly acknowledge participating organisations as early adopters of our National Work Experience Standard programme. This may include use of your organisation's name and brand logo on our website, social media channels, marketing materials, reports, and presentations. You are under no obligation to provide this consent and may withdraw it at any time.

Who can I contact about this?

For any queries, please email **national.standard@futuresforall.org.**

If you have a concern about the way this project processes personal data, we request that you raise your concern with Futures for All in the first instance (see details above). If you remain dissatisfied, you can contact the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, at **ico.org.uk/concerns**.