

GradSkills: Graduate Accelerator Participant Privacy Notice

This Privacy Notice is for enquirers and participants. We are obliged to provide you with the following information to explain how and why we are processing your personal data and how you can exercise your legal rights. The programme takes the confidentiality of all the personal data it holds very seriously.

The Programme

The Graduate Skills Project aims to upskill West Yorkshire graduates and support them into graduate-level employment across the region. It will connect graduates to employment opportunities, supporting both employer demand and the needs of graduates, including those who are under-employed or underutilised.

The project is funded by West Yorkshire Combined Authority (WYCA) through the Adult Skills & Training gainshare funding, under the Skills Connect banner. It is delivered by a partnership of 12 universities and post-18 colleges in West Yorkshire.

The GradSkills: Graduate Accelerator programme is delivered by Leeds Trinity University, who are also the lead partners on the project.

Your Personal Data

For the purposes of this Privacy Notice, 'Applicant' means any individual who registers interest in the Graduate Accelerator training course, by completing a Registration of Interest form, booking a Welcome meeting, or giving their name and contact details to the GradSkills team through any other method. 'Participant' means any individual who has completed the programme registration process, been confirmed eligible and accepted onto the course, or who attends a face-to-face training session without joining the full course.

Leeds Trinity University is responsible for gathering and processing person and special category data from applicants and participants. All the data held is collected directly from you when you access services provided by the project.

The project needs to hold and process the following personal data:

When you register your interest in or book a Welcome meeting with GradSkills: Graduate Accelerator:

- Full name, telephone number, email address, address, right to legally work and reside in the UK, and educational information.

When you complete a Welcome meeting with GradSkills: Graduate Accelerator:

- Full contact details, including name, email address, telephone number, address
- Whether you have been a student at one of the participating Higher Education Providers
- Your higher education information, including qualification
- Your employment status

- Diversity and inclusion information, including age, gender, ethnicity, disability information and reasonable adjustment requirements

In order to participate in the GradSkills: Jumpstart Your Career we will require you to submit some registration data and evidence:

- Full contact details including name, email address, telephone number, address
- National insurance number
- Date of Birth
- Your employment status and relevant employment details if applicable (including contracted hours, salary, sector and work postcode)
- If you are in receipt of benefits
- Your higher education information, including qualification
- Diversity and inclusion information, including age, gender, ethnicity, disability information and reasonable adjustment requirements
- Evidence of eligibility (e.g. passport, right to work documents, evidence of employment status)

Lawful Basis For Processing

The lawful basis for processing the data you provide to the Grad Skills: Graduate Accelerator programme is 'consent'.

It is necessary to process your data in order for us to deliver the service you have signed up for, as outlined below. Your consent to processing and sharing your data as set out in this Privacy Notice is explicitly requested at the point of registering your interest or signing up for a Welcome meeting.

You have the right to withdraw consent at any time for our processing of your personal data. This would result in withdrawal from the GradSkills: Jumpstart Your Career programme.

Purpose

The purposes for which we are processing your personal data are to:

- Inform you about the GradSkills offer and how to take advantage of it
- Manage your registration for and participation on the programme. This includes receiving information about how to sign up, joining the Welcome meeting, completion of course evaluations, course specific enrolment, attendance at training events and coaching
- Assess your eligibility for the programme and, if eligible, to register you for Gainshare funding (funders of the programme)
- Provide technical and developmental support to participants
- Contact you by phone or email about the status on the programme
- Provide participants with advice and support throughout the programme
- Inform you of job roles, relevant events and opportunities that become available
- Monitor the quality and effectiveness of the programme - this could include timescales for the programme, statistical analysis of system usage, or research into the experience of participants and other system users

- To satisfy the requirements of our contractual funding obligations with WYCA and Higher Education Provider partners; primarily for monitoring purposes, outcomes monitoring and to conduct an evaluation of the programme.

Recipients

Your personal data will be shared by us with:

- Your graduating Higher Education Provider, if it falls within the West Yorkshire region, who will receive educational and personal contact data relating to graduates from their institution, as well as programme progression and completion rates - in order to offer support during the programme duration (If your higher education provider was not in West Yorkshire, we will not be sharing your personal data with them.)
- West Yorkshire Combined Authority, who will receive registration data including personal contact details and evidence of eligibility relating to the graduates who successfully register for the programme. This will allow them, if eligible, to register you for Gainshare funding through the Leeds City Region Enterprise Partnership (LEP). They will also receive completion data, details of positive outcomes with employers in the region for the purposes of PR, marketing, evaluation and future development of the programme. In all cases where personal data is used for PR or marketing, we will seek your consent. Your consent is not conditional on your participation and completion of the programme.
- EventBrite, whose system will be used to monitor registration and attendance at the face-to-face training events.

Special Category Data

Special Category Data is sensitive personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health, or a natural person's sex life or sexual orientation.

Where we are processing special category data we will rely on the following condition under Article 9(2) of the GDPR:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

For each of the sensitive data categories there will be an option of 'prefer not to say'.

Your consent to processing and sharing your special category data as set out in this Privacy Notice is explicitly requested at the point you enrol on the LMS.

You have the right to withdraw consent at any time for our processing of your special category personal data.

Purpose

The purposes for which we are processing your special category data are:

- We are required under the Equality Act 2010 to make reasonable adjustments for participants with a disability

- To monitor equality and diversity by analysing programme outcomes to ensure no specific protected groups suffer discrimination or adverse impact
- To satisfy the requirements of our contractual funding obligations with West Yorkshire Combined Authority

Recipients

Your special category data will be shared by us with:

- West Yorkshire Combined Authority as funder

To monitor equality and diversity and to evaluate the project, special category data will be anonymised before sharing with:

- Higher Education Provider partners in West Yorkshire

Retention

Your personal and special category data will be kept by us for the following durations:

- Enrolment and registration details, participant course content and associated files (including emails, comments and feedback) will be kept for the duration of the programme, which is currently due to end on 31 March 2025. We are required to hold all evidence for the project for a further six years. It will be destroyed on 31st March 2031.

Data Subject Rights

You have the right to request information about how your personal and special category data is processed, and to request a copy of that personal data.

- You can request a copy of your personal and/or special category data, in machine-readable format, by emailing GradSkills@leedstrinity.ac.uk
- You have the right to request that any inaccuracies in your personal and/or special category data are rectified promptly
- You have the right to request that your personal and/or special category data is erased if there is no longer a justification for it to be processed
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal and/or special category data is restricted
- Your data is not processed for direct marketing purposes

For more information about these rights, or if you wish to exercise them, please see the Contact Details section.

Data breaches

If it is discovered that there has been a breach of personal data that poses a risk to the rights and freedoms of participants, you will be notified immediately that there has been a breach and you will be provided with more information about its likely consequences and the mitigation measures that have been taken. If the breach poses a serious risk to the rights



and freedoms of individuals, it will be reported to the Information Commissioner within 72 hours of discovery. We will record all data breaches regardless of their effect.

Contact Details

The GradSkills: Graduate Accelerator programme is delivered by Leeds Trinity University, who are the lead partner for Graduate Skills. Leeds Trinity University is an Independent Data Controller for your personal data.

The contact details for the Data Controllers are:

- Graduate Skills Lead Project Manager, Leeds Trinity University: Mary Macfarlane - m.macfarlane@leedstrinity.ac.uk
- Data Protection Officer, Leeds Trinity University: M.Swift - dataprotection@leedstrinity.ac.uk

General information on Data Protection law is available from the Information Commissioner's Office at <https://ico.org.uk/>

Updates to this notice

If this privacy notice changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it, and under what circumstances we will share it with other parties.

Last updated: 24 January 2024