

Privacy Notice for Employers

This document should be read in conjunction with the Data Protection Policy available at <https://www.omgeducation.co.uk/policies>

The categories of information that we process include:

- Personal information (such as name and contact details)
- Company information obtained through the contracting process.
- Company activities, policies, and procedures

Why we collect and use employer information.

We use employer data to:

- provide access to suitable young people for work experience, traineeships or apprenticeships.

The lawful basis on which we collect and use your information is “legitimate interest”. This is because we will be using your data in ways you would reasonably expect, and which have a minimal privacy impact.

Collecting employer information

- Electronically, in person or on the telephone
- Apprenticeship, traineeship, and work experience contracts/agreements
- Health and safety inspections
- Companies house

Employer data is essential for OMG’s operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We hold employer data securely for as long as we are working together.

Who we share employer information with and why?

We share this information with learners in order to facilitate their placement.

Safe storage of learner information

We require that you safely process and store all learner information in line with our Data Protection Policy which is available here <https://www.omgeducation.co.uk/policies>

Requesting access to your data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request please contact hr@omgeducation.co.uk

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing.
- object to decisions being taken by automated means.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>

If you would like to discuss anything in this privacy notice, please contact: dpo@omgeducation.co.uk.