

Information for Apprenticeship Applicants: Your Personal Data

What information about you do we need, and why?

When you apply for an apprenticeship position at the OIA, you will need to share your contact information, so that we can let you know how your application is progressing.

We will ask you to answer questions so we can see if you will be a good candidate for the role. You will probably tell us about any previous work experience, your education or other activities you have done that might be relevant. Later we might ask you to complete a test exercise and/or to attend an interview. If you are interviewed, we will take notes to help us remember what you tell us.

We will ask you about your right to work in the UK. For some roles, we may ask you whether you have any unspent criminal convictions.

The information you give us will be used for the purpose of progressing your application and deciding whether you are suitable for the apprenticeship you have applied for.

To help us understand whether we are reaching a wide range of candidates, we may ask for additional information about you such as your age, gender or ethnicity. You do not have to provide this information: if you choose not to tell us, it will not affect your application. This information will not be made available to people making hiring decisions in a way which can identify you.

You may choose to share information with us about a medical condition or disability, which we will use to make our recruitment process accessible. You can ask for an adjustment to the recruitment process without sharing detailed medical information with us.



office of the
independent
adjudicator

Lawful basis for processing

We rely on two lawful bases for processing:

- (a) That you consent to us processing your information for the purpose of deciding if you are suitable for a role at the OIA
- (b) That we have a legitimate interest in processing personal data of applicants for roles at the OIA, so that we can appoint appropriate staff to carry out our work

Where we are processing “special category data” for example, information for monitoring diversity across the candidates for our roles, we rely on your explicit consent.

Which organisations are processing my personal data?

You can apply for the apprenticeship through the [UK Government Find an Apprenticeship Service](#). You can find more detailed information about how your personal data will be processed here: [Privacy information: key stage 4 and 5 and adult education - GOV.UK](#)

Your application for the OIA’s apprenticeship will be shared with the training provider, The Public Relations and Communications Association ([PRCA](#)). You can find information about how they look after your personal data on their [website](#).

PCRA will look at your application and make an initial decision about whether you may be a good fit for the apprenticeship with the OIA. PCRA will share information about a small number of strong candidates with the OIA.

Once we receive your information from PCRA, we act as a data controller for your personal data during the rest of the recruitment process. You can find more information about us and how we generally process [personal data](#) on our website.

Who at the OIA will see my personal information?

Your application will be shared with managers in the team where the apprentice role sits, and to our People & Culture team.

The manager making the final recruitment decision will not have access to any confidential monitoring data (for example about ethnicity or disability).

We do not share information about applicants with our staff who are not involved in making the recruitment decision.

Other than the organisations which advertise the apprenticeship and the training provider, we do not share information about applicants with any other organisation.

How long is the information kept for?

If you are successful, we will keep most of the information you provide during the application process as part of your file for the duration of your employment at the OIA plus 6 years following the end of your employment. This includes your CV, your application statement, questionnaire results and references.

If you were one of the candidates shortlisted by the training provider but not the candidate who was offered the role, we will usually keep information about you for a minimum period of 6 months and a maximum period of 24 months. If we think you may be suitable for another OIA role in the future, we may keep your details in our talent pool and we may proactively contact you should any further suitable vacancies arise.

You can ask us to delete your personal information at any point. If we are still actively considering your application for a role, this may mean that we are unable to include you in the recruitment process.

Please note that the Find an Apprenticeship service, and PRCA may keep your information for a different length of time, especially if you have set up an account to help you apply for more than one apprenticeship vacancy. You can ask any of these organisations to stop processing your personal data at any time by contacting them directly.



office of the
independent
adjudicator

Conditional offers

We will not contact your referees unless we offer you the apprenticeship role. The offer may be withdrawn if your references are not satisfactory to us. We will not usually make an unconditional offer of employment until we have received satisfactory responses from your referees and you have proven your right to work in the UK.

Your rights

Under the Data Protection Act 2018 and UK GDPR, you have rights in relation to the information we hold about you.

You have the right to see what information we have. If you think that any information we have about you is wrong, you can ask us to correct it. If you would like us to stop processing your personal data, you can ask us not to take any further action, and you can ask us to remove some or all of the personal information we have.

We respect your right to control what happens to information about you. We will always try to handle information in accordance with your wishes, and we will explain to you if there are any reasons why we cannot do so.

If you would like to ask us anything about the information which we have about you, or about how your personal data is handled during an application contact us at dataprotection@oiahe.org.uk

If you are unhappy with how we have handled your personal information you can make a complaint to us about it. If you are not satisfied with our response, you can complain to the [Information Commissioner's Office](#).