



## Oxfordshire Apprenticeship Awards Privacy Policy

The Oxfordshire Apprenticeship Awards is managed by Oxfordshire Local Enterprise Partnership (OxLEP) Skills on a not for profit basis, with the aim of increasing apprenticeship offers and uptake, as highlighted in the Local Skills Report and Plan 2022, page 29:

<https://www.oxfordshirelep.com/sites/default/files/uploads/8724%20Local%20Skills%20Report%20%26%20Plan%20v2%20final.pdf>

The Oxfordshire Apprenticeship Awards team at OxLEP Skills ('we') are committed to protecting and respecting the privacy of all users of the Oxfordshire Apprenticeship Awards web pages and the entry / nomination process.

To comply with the General Data Protection Regulation (GDPR) our Privacy Policy aims to ensure that you are clear about how we collect and utilise your personal information.

This policy, together with our Oxfordshire Apprenticeship Awards Terms and Conditions, sets out how we process any personal data that we collect from you, or that you provide to us. Please read the following information carefully to understand how we collect, store, process, control access to and retain your personal data and how to change any consent / permissions you may have given us.

### Information we collect from you

In the preparations for the Oxfordshire Apprenticeship Awards and during the event, you will volunteer personal data to us. This will be collected in various ways, such as through entry or nomination submissions, by corresponding with us by phone, by email or through social media. The information you give to us may include personal data such as your name, address, email address and telephone number.

### What do we do with the information we gather?

To ensure that we provide you with the best customer experience and that we organise a successful event, we will store your personal information and utilise it to keep you updated with the latest news and progress regarding the Oxfordshire Apprenticeship Awards, for example, the Oxfordshire Apprenticeship Awards shortlist announcement.

### Do we disclose your personal data to third parties?

The information provided by you will not be disclosed to any other third party, unless prior consent has been obtained by yourself, or unless we are otherwise required to do so by law.

**Nominators and nominees / entrants** – Details we hold on file for Oxfordshire Apprenticeship Awards nominators (including individuals giving supporting statements) and nominees / entrants can be accessed only by:



- the Oxfordshire Apprenticeship Awards team at OxLEP Skills
- the Oxfordshire Apprenticeship Awards Committee
- the relevant Oxfordshire Apprenticeship Awards category sponsor, who will judge their sponsored category \*

\* If you are selected as a winner or finalist, details of your story may be shared at the awards event as part of the announcement to explain why you were chosen.

Other than those entities highlighted above, we will not share details held on behalf of nominators and nominees / entrants with any other third party, without prior permission from the nominator, nominee or entrant.

### **Data retention policy**

The Oxfordshire Apprenticeship Awards Committee and category sponsor are instructed to delete or shred any information they have as soon as they have finished using it for the purpose of the current Oxfordshire Apprenticeship Awards.

The Oxfordshire Apprenticeship Awards team at OxLEP Skills will retain the contact details of finalists for the purpose of contacting them to offer the opportunity to take part in communications activity relating to this year's awards and future awards.

### **Your rights**

We will always obtain your consent prior to processing your data for marketing purposes or disclosing your data to third parties. Once you have given your consent, you also have the right to withdraw that consent at any time by requesting that we do not process your personal data for these purposes. You can exercise this right by submitting your request to [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com).

From time to time, our website may contain links to and from the websites of our sponsors, partners, associates, nominees and award winners. Should you follow any of the links presented on our website, please note that these websites will operate under separate Privacy Policies and we cannot accept any liability or responsibility for these policies. We strongly advise you to check these specific policies before you share any personal data on these third-party websites.

### **Changes to our Privacy Policy**

Any changes we may make to our Privacy Policy will be posted on this page and, if we still hold your data, you will be notified of these changes by email. Please check back frequently to this page for updates or changes to our current policy.

### **Contact**

Queries, comments and requests regarding this privacy policy are welcomed and should be addressed by email to [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com).