

This document sets out the additional actions The Open University carries out with personal data specifically relating to the Social Work programme. It relates to applicants, students, and sponsors.

The Open University is the data controller for the personal data that we collect.

## Students

Please see the student privacy notice available at [www.open.ac.uk/privacy](http://www.open.ac.uk/privacy) for information regarding the personal data we collect on our students, what we do with it, and your rights relating to it.

### **Additional activities which are necessary for the performance of your contract to study with us:**

- As a Social Work student, we will share your data (specifically your progress, placement, and fitness to practise data) with the named contact/s in your sponsoring agency/employer organisation in order to provide targeted support and to meet our responsibilities under the terms of our joint collaboration agreements.
- We will share data with your sponsor in relation to reasonable adjustments, if any, declared on the Occupational Health questionnaire completed on entry to the programme.

### **Activities which are part of our public task to deliver higher education qualifications:**

- We share data with the professional Social Work regulatory bodies, such as Passlists confirming once OU Social Work graduates are eligible to apply to the relevant professional Register; Fitness to Practise casework; and student progress (for nations in which student social workers are registered).
- We share data with the funding agencies for social work training in England, Wales, Northern Ireland, and Scotland regarding student placements and the administration of the placement funding provided by the Department of Health (England) and the Scottish Social Services Council (SSSC).
- We share data with other Higher Education Institutions where students wish to transfer their prior studies from or to The Open University Social Work programme (as credit transfer or as graduate-entry, as appropriate).
- We share data with Practice Educators/Assessors who provide supervision for OU Social Work students on placements.
- Your assessed practice element may be selected for review at your module's Practice Assessment Panel. Membership of the Panels include Agency/Employer representatives, Practice Educators, Practice Tutors and Service Users/Carers.
- We share data on OU Social Work students with the formal Teaching Partnerships supporting them.

## Applicants

We collect application data as part of the recruitment, admissions, and registration processes (including medical check; self-declaration of suitability for social work training; application form (including personal statement, references, and employer endorsement); criminal records check; prior qualification information; and selection performance) in order to determine that an applicant meets the programme entry requirements and can be offered a place on the programme and to process their registration onto the programme and modules.

Applicants cannot apply directly to join the Social Work programme (with the exception of the independent routes to the degree in Wales and Scotland): entry to the degree must be through your sponsoring agency, and therefore we will receive your application information via your sponsoring agency.

Anonymised aggregated application data will be used to ensure we do not disadvantage any particular groups.

These activities are part of our public task to deliver higher education qualifications, where we identify suitable candidates for study.

For successful candidates, we add application information to your student record, as it is necessary for our contract with you.

Where an application is unsuccessful, we will keep associated personal data for 3 years after the application process has been completed.

## Sponsors: Agency contacts

We collect and record the names and contact details of nominated “agency contacts” in all sponsoring agencies. We use these to liaise with our sponsoring agencies regarding recruitment, admissions, and registrations of sponsored students onto the Social Work programme, at key points during the module/s, to send module and qualification results, in the administration of placement funding, and as part of our partnership working activities. These activities are part of our public task of delivering higher education qualifications.

Names and contact details will only be stored for as long as the agency contact fulfils that role.

For more information about how we use personal data, please see [www.open.ac.uk/privacy](http://www.open.ac.uk/privacy)