

Scope

Please read this Privacy Notice in conjunction with the Student Privacy Notice for information regarding the personal data we collect on all our students and what we do with it, including your rights as a data subject.

This document sets out the additional actions The Open University carries out with personal data specifically relating to the following three postgraduate qualifications:

- Postgraduate Certificate in Non-Medical Prescribing (qualification code K33)
- Postgraduate Diploma in Advanced Clinical Practice (qualification code E95)
- MSc in Advanced Clinical Practice (qualification code F85)

It relates to applicants and students.

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

What additional personal data do we collect?

In addition to the personal information that the University collects and holds, as set out in the Student Privacy Notice, we will also collect data which will be stored separately to any other records the University holds about you. This information is in relation to access to learning materials, and will be shared with the module team for purposes of engagement and progression, as it is necessary for your contract with you.

Who do we additionally share your information with?

For students on the K33, E95, or F85 qualifications:

Information shared with the employer/supporting organisation is data on the practice-based assessment, which is performed by an Approved Practice Assessor (formerly termed Designated Prescribing Practitioner, DMP) and forms part of the competency-based assessment and an additional practice-based assessment (consultation skills) of supervised practice. This is necessary for the performance of your contract to study with us.

For students on the E95 or F85 qualifications

We will share your data with the named contact/s in your supporting organisation in order to provide targeted support and to meet our responsibilities under the terms of our joint collaboration agreements. Specifically, this is your application, progress, placement, and fitness to practise data, as well as reasonable adjustments (if any) declared on the Occupational Health questionnaire completed on entry to the programme.). This does not apply to NMP

students (studying towards K33), where this is the responsibility of their employers. This is necessary for the performance of your contract to study with us.

For students studying K803 either to gain the K33 or as part of the E95 or F85:

K803 is being delivered to students via an external provider. The Institute of Clinical Science and Technology (ICST) is a partner organisation of the OU and provides the learning materials and the VLE (Virtual Learning Environment) which co-hosts the Non-Medical Prescribing programme. Sharing data with ICST is necessary for your contract to study with us.

We will use personal data to analyse student performance on the modules and qualifications in the Advanced Clinical Practice programme, and the tutor has access to the ICST VLE dashboard to see student engagement and student progression.

Students will register with The OU and will be directed via the K803 module website to The Institute of Clinical Science and Technology (ICST) website. In order for these students to be set up as users of the ICST website, The OU will need to share with ICST relevant student data (specifically, students' OU Personal Identifier, email address, full name, and professional registration number). On the registration form, students are asked to agree to their data being shared with ICST in this way and for this purpose.

Information received from ICST is progress through the learning material, evaluation, and time of interactions with the VLE, and student completion of assessments is recorded on the ICST system as a mark of progress through the course.

To practise as a prescriber, a healthcare professional must hold the relevant annotation on the appropriate regulator's register. Annotation is dependent on completing an approved prescribing programme such as the Open University Non-Medical Prescribing Postgraduate Certificate (K33). Accordingly, on successful completion of this qualification (which comprises the 60-credit compulsory module K803 *Non-medical independent and supplementary prescribing*), The OU will confirm to your regulator that you are entitled apply to them for annotation as a non-medical prescriber (Independent and/or Supplementary Prescriber).

We will also contact the regulator in the event of a Fitness to Practice issue. These activities are part of our public task to deliver higher education qualifications.

For students transferring credit to or from the Open University

We share data with other Higher Education Institutions where students wish to transfer their prior studies from or to The Open University Advanced Clinical Practice programme (transferring credit to the Open University would be as credit transfer into the E95 Postgraduate Diploma in Advanced Clinical Practice or the F85 MSc in Advanced Clinical Practice). This is part of our public task to deliver higher education qualifications:

How long do we keep your personal information for?

If we collect your personal information, the length of time we keep it for is determined by a number of factors including our purpose for using the information and our legal obligations.

We have a retention schedule for information and keep identifiable records only for as long as they have a legal or business purpose.

If you are unsuccessful in your application to the programme, we will retain associated personal data for three years after the application process has completed.

If you are successful in your application to the programme, we will add application information to your student record, as it is necessary for our contract with you. We will retain the various elements of your record as set out in our Data Retention Schedule.

Please see the Student Privacy Notice for further information regarding the retention of student personal data, for example your academic transcript details.