

Annex T: Privacy notice for registration of providers

The specific personal information held and used

As part of the provider registration process, we collect and process personal data relating to individuals in key governance, leadership, or ownership roles. This includes data gathered through the OfS Register, interviews (including audio/video recordings or written notes), and Fit and Proper Person (FPP) checks.

Types of personal data collected:

- legal first name and surname
- role title and provider affiliation
- date of birth
- contact details (where not generic)
- audio/video recordings of interviews
- personal views or statements shared during interviews
- information relating to:
 - criminal convictions or cautions
 - bankruptcy or insolvency
 - disqualifications from directorships or similar roles
 - regulatory or professional findings (if relevant).

In limited cases, special category data may be processed where it is disclosed during interviews or checks – for example, information relating to health, political opinions, or trade membership unions.

Our purposes for using the information

We use your personal data:

- for publication on the Register, where contact details for general enquiries relate to an identifiable individual

to assess the provider's compliance with registration conditions, including whether individuals meet the fit and proper person requirement

- to assess the suitability of individuals or the provider through an interview process
- to inform decision making, monitor compliance and follow up concerns raised under registration conditions
- to contact you as part of the provider's registration or compliance process
- to fulfil any of our other statutory functions or legal requirements from time to time.

Our legal basis for using the information

We rely on the following legal bases under the UK GDPR:

- Article 6(1)(e) – where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the OfS.

Where special category data is processed (for example, ethnicity or health information) we rely on:

- Article 9(2)(g) – substantial public interest
- Schedule 1, Part 2, Paragraph 6 of the Data Protection Act 2018 – processing is necessary for statutory functions

Where criminal offence data is processed, we rely on:

- Article 10 – processing authorised by law
- Schedule 1, Part 2, Paragraph 6 of the Data Protection Act 2018 – processing is necessary for statutory function, without needing to demonstrate substantial public interest.

Any information we obtain from other sources

In addition to information collected directly, we may gather relevant information from other sources, for example:

- government departments or other public sector bodies (such as Companies House or the Insolvency Service)
- agents or service providers.

Who we share the information with and the reason for this

We share your personal data with a small number of external organisations where necessary for regulatory purposes:

- government departments or other public sector bodies – for verification purposes
- agents or service providers – where necessary to support our functions.

The OfS may use a third-party organisation to assist with 'fit and proper person' checks.

We do not share your personal data beyond those listed unless required to do so by law or as part of our regulatory responsibilities.

How long we will retain your personal data for

We only retain personal data for as long as it is needed for the purpose(s) for which it was collected.

For providers that are approved and remain on the register, personal data may be retained for the duration of their registration and any ongoing regulatory activities. For providers that are deregistered or not approved, personal data will be retained for up to seven years from the date of deregistration or the decision not to register.

Interview records, whether audio/video recordings or written notes – will be retained for no more than seven years. The OfS will periodically review whether to retain or securely delete records in line with our regulatory needs and data protection principles.