

Privacy Notice for External Examiners

Our respect for the privacy and security of your data is of great importance to the Academic Quality and Development Unit and Edge Hill University. All personal data is held and processed in accordance with the current and changing Data Protection legislation.

This notice specifically relates to the personal data of External Examiners processed by the Academic Quality and Development Unit. This notice should be read in conjunction with the University's Data Protection Policy and Privacy Policy and is reviewed and updated regularly.

What information do we collect about you?

We collect personal information from you when you express an interest in becoming an external examiner by submitting your curriculum vitae. This may include your contact details, education and professional development and employment information. We are not able to process your nomination unless you supply us with this information.

As part of the nomination process, we will need to conduct statutory checks which will involve you providing proof of identity and national insurance information. Other documents you will need to submit include a P46 and a signed terms and conditions form. Your information will be entered into a restricted external examiner register. Upon confirmation of your engagement, we take the personal information you completed during your nomination and create a physical file.

You will also be asked to submit some forms in order to claim your fees and expenses and this will include special category data such as your national insurance number, nationality, ethnic origin, disabilities and gender identity.

How do we use the information you provide to us?

Under the GDPR, we do have to meet one of the conditions set out in Article 6 for processing your data. We use the information we collect only in compliance with this privacy notice.

In most cases, the processing of your data is necessary for statutory and contractual purposes. We may also need to process the sensitive data you provide to us to ensure your safety and wellbeing. Processing could be necessary to protect the vital interests of the data subject or others. In addition to this, we also need to process some of the data you provide to us to help us comply with legal obligations.

In accordance with Article 6 of the GDPR, we process your data in accordance with the following conditions:

- Performance of a contract
- Compliance with a legal obligation
- Legitimate interest

The data we collect is used to:

- Facilitate recruitment and selection

- Administer your contract of employment
- Facilitate your fee claims and expenses
- Facilitate business processes (i.e. to evidence compliance with UKVI regulations)
- Staff communications (i.e. to contact you in regards to your contract, pay or available training)
- Facilitate staff development (i.e. induction and mentoring)
- Reporting and monitoring (i.e. to support the statutory staff Higher Education Statistics Agency (HESA) return)

Who do we share your information with?

The University will share your data with a number of different organisations including:

- Employees of the University (on a need-to-know basis in relation to job function e.g. finance and departments); students of the University (due to their entitlement to have access to basic information regarding their external examiner); and other Edge Hill University External Examiners (for example, with a Chief External Examiner).
- Collaborative provision providers or any professional, statutory, regulatory bodies specific to the provision you cover.
- Agents of the University e.g. pension providers (TPS, LGPS, USS).
- Relevant UK government departments, e.g. HMRC.
- Higher Education Statistics Agency (HESA). For more information on what HESA does with your personal data see the HESA collection notice: <https://www.hesa.ac.uk/about/regulation/data-protection>.
- Law enforcement agencies.
- Disclosure and Barring Service (where relevant to your role).
- Blackboard in order to provide access to the VLE.
- Hotel and taxi companies in order to facilitate any arrangements you request.
- Any other authorised third party with which the University has a legal/contractual obligation to share data.

The University will ensure that these organisations use your data in line with data protection legislation. In many cases the University does not need to seek your consent to share this information, in particular when there is a legal or statutory obligation to provide the information.

How long do you keep my information?

Your records will be kept for a defined retention period, and only as long as is necessary. However, the University must retain a basic version of your data to enable monitoring of restrictions and reciprocity. The University's retention schedule is available upon request.

If your application does not progress through the institutional approval process your data will not be used for any purpose other than that for which it has been obtained and will be destroyed at the conclusion of the recruitment process unless explicit consent is sought to retain your data.

If your application does progress through the institutional process and is received at the appropriate statutory committee, this becomes part of the records of governance of the university. For unsuccessful nominations, records will be kept in relation to the institutional

retention schedule however, your database record and any other held copies of your data will be deleted at the end of the academic year.

Is my personal data secure?

We are committed to the security of the information we hold and in ensuring that only people who need to access the information, are able to do so. Your information is held securely on the University servers, with access restricted to authorised personnel only.

The University has robust Information Security policies in place to protect your information. All staff in the University have a responsibility to make sure that your data is handled securely.

The University's Information Security Policy and Data Protection Policy can be found on the website:

<https://www.edgehill.ac.uk/documents/information-security-policy/>

<https://www.edgehill.ac.uk/documents/data-protection-policy/>

Your rights

You have the right to access and be informed what personal data the University holds about you and what it is used for (please refer to the University's Subject Access Request Form <https://www.edgehill.ac.uk/documents/subject-access-request-form-2/>). We may amend this privacy notice from time to time, any significant changes to this notice or to the way we treat your data will be communicated via the Edge Hill Website or by contacting you directly through the most appropriate means.

Contact Details

Should you wish to contact anyone regarding your personal data or if you have any concerns about the use or processing of your data, please contact by post:

Data Protection Office

Edge Hill University

St Helens Road

Lancashire

Ormskirk

L29 4QP

Or alternatively, by email: dataprotection@edgehill.ac.uk