



Privacy Notice for External Examiners

Background

This Privacy Notice is designed to explain how and why information about individuals in the following categories is used and managed:

- External Examiners
- Applicants seeking appointment as University External Examiners
- External Examiners participating in the external examining process at GCU.

All of the personal information will be treated in accordance with the terms of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure. This notice is intended to meet the transparency requirement of the legislation and to ensure that all individuals in the categories above know how their data will be processed.

Using your personal information

Who will process my information?

Under Data Protection law the University is the 'data controller'. This means that the University is responsible for how it uses and processes your information and complying with requests relating to your personal data.

Why do we collect and use your personal information?

The University collects, holds and uses information about you for a number of purposes including:

- Ensuring that you are a fit and proper person to hold a position as an External Examiner at GCU.
- Administrative and financial management
- Academic Purposes
- To meet legal obligations
- Communications necessary to your role
- To record attendance at Assessment Board meetings, training sessions, and other meetings
- Ensuring health and safety
- Archiving purposes
- For Public Safety and the prevention and detection of crime

Keeping information updated

The University strives to ensure that your personal information is accurate and up to date. Individuals appointed as External Examiners are responsible for advising appropriate University staff of changes to or inaccuracies in their information.

How long is the information kept?

The University will retain your information for a period of six years, after the completion of your External Examiner appointment.

Records of the business of Assessment Boards which you may attend, including agendas, minutes and supporting papers will be held for five years .

External applicants seeking appointment as an External Examiner

Individuals will provide personal information as outlined in the University's relevant application forms. This information is shared with the University's External Examiner Appointment Panel for

decision making purposes.

If you are not appointed, the University will destroy your application form.

Following this, your personally identifiable information will be destroyed. Anonymised information will be retained for statistical and monitoring purposes.

Where do we obtain information from?

We will obtain information from your application and from your involvement in the external examining process, during your time as an External Examiner of the University.

What information is being collected and used?

Data will consist of the information provided in your application and information added during your time in office. Information may be in hard copy or electronic format. This includes:

- Name and contact details
- Education records including qualifications, skills and personal statements
- Employment and training details
- Biographical information including positions held/interests in external organisations and register of interests, research and scholarly profile.
- Financial information (e.g. for payment of the External Examiner honorarium)
- Records of attendance at meetings and contributions to meetings, as recorded minutes
- Passport information/identification, as required to meet with the legal obligations enforced by external agencies, such as the UKVI.
- Provision of, access to and use of IT systems and information

Who is the information shared with?

Your information will be shared internally only with those individuals who require it in the course of their duties.

The University may be required to share your personal information with external organisations. This may happen due to a statutory or legal obligation.

In addition we may also share your information with the following if requested or required to do so:

- Relevant UK government departments
- Higher Education Academy (HEA)
- Higher Education Statistics Agency (HESA). For more information on what HESA does with your personal data see the HESA Staff Collection Notice.
<https://www.hesa.ac.uk/about/regulation/data-protection/notices>
- Scottish Funding Council
- Professional, statutory and regulatory bodies e.g. Scottish Public Services Ombudsman, Office of Scottish Information Commissioner; Information Commissioner's Office; Health & Safety Executive
- Scottish Government and Scottish Ministers
- Law enforcement agencies
- Relevant authorities dealing with emergency situations at the University
- Research funding bodies or bodies managing financial administration/monitoring of research funds, including research councils and EU funding bodies
- External providers of facilities/services you have chosen to use/receive
- Any other authorised third party to whom the University has a legal/contractual obligation to share data with.

Some of your information will be publically available, including name and designation with appropriate programme handbooks related to your appointment. Direct contact details will not be published. This is in line with the expectations of the QAA Quality Code.

How is the information kept securely

Information is kept securely on University equipment in line with University information security and data protection policies. Access is restricted to only those staff or authorised agents who require it and on a 'need to know' basis.

Is the information transferred outside the United Kingdom?

If you are appointed as an External Examiner to a programme of study/campus/affiliated institution which is based outside of the United Kingdom, some personal information may be transferred internationally. This will relate solely to your External Examiner appointment and the fulfilment of associated duties. If you are appointed as an External Examiner for an overseas programme of study, in emergency situations, if you are located outside the UK, we may need to transfer data internationally.

Where we transfer data internationally we will ensure that appropriate safeguards are in place to protect your information and your privacy.

Your rights

You have the right to:

- Find out what personal data we process about you and to request a copy of the data
- Ask us to correct inaccurate or incomplete data
- Withdraw consent to process your personal data, if you were asked for and provided consent.

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data
- Complain to the UK Information Commissioner's Office.

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data
- Erase your information or tell us to stop using it to make decisions about you
- Provide you with a portable electronic copy of data you've given us.

Please contact us if you wish to exercise/enquire about any of these rights.

Contact Details

Data Protection Officer
Department of Governance
Glasgow Caledonian University
Cowcaddens Road, Glasgow, G4 0BA
Email: dataprotection@gcu.ac.uk

Legal basis for using your information

The legal condition which enables the University to process personal information is found in the article 6 of the UK General Data Protection Regulation (UK GDPR). In particular we rely on :

Article 6(1)(b) performance of a contract

Article 6 (1)(c) compliance with a legal obligation

Article 6(1)(d) vital interests

Article 6(1)(e) performance of a task in the public interests/exercise of official authority

Article 6(1)(f) legitimate interests.

Where special categories of data are processed we will normally have your explicit consent or another legal reason within Article 9(2) of UK GDPR will apply.

Further information

The Information Commissioner's Office website: <http://www.ico.org.uk>

The University's Data Protection webpages <https://www.gcu.ac.uk/dataprotection/>

Further information on the management and use of your information is available in the Staff Privacy Notice:

<https://www.gcu.ac.uk/dataprotection/>