



External Examiner Privacy Notice

Data Controller: Norwich University of the Arts

As part of the recruitment process for external examiners, Norwich University of the Arts collects and processes personal data relating to applicants. The University is committed to being transparent about how it collects and uses that data and to meeting its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

What information the University collects

The University collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, stated gender, date of birth and National Insurance number;
- your current employment details;
- details of your qualifications, skills, experience and employment history, including start and end dates with previous employers;
- any additional data you include as part of your CV;
- correspondence between you and the University;
- details of your bank account and confirmation of any student loans outstanding.

The University may also collect and process 'sensitive personal data' under the DPA, and 'special categories of data' under the UK GDPR including:

- information about your nationality and entitlement to work in the UK.

How and why we collect this information

The University collects this information through your application form and your CV. We also obtain data from your passport or other identity documents such as your driving licence, and there may be further data obtained from our correspondence at the start of or during your employment.

We collect personal information from you for the purposes of administering your application and employment as an External Examiner. The University complies with the provisions of the Data Protection Act 2018 which sits alongside the UK General Data Protection Regulation (UK GDPR). Article 6 of the UK GDPR defines six different lawful grounds for an organisation to be permitted to process personal data, and the University is legally obliged to determine and advise you of under which of the legal bases the different categories of your personal data is processed. These are as follows:

The University needs to process data on negotiating and entering any contract with you and relies on Article 6(1)(b), *'for the performance of a contract (or negotiations entering into a contract)'* as its legal basis for doing so. Processing in performance of your contract enables us to undertake the administration of the terms and conditions of your employment, such as paying you, monitoring your performance and workload, and managing any benefits and entitlements.

The University will rely on Article 6(1)(c) *'legal obligation'* when processing of your personal data is absolutely necessary for the University to comply with a legal obligation. As an example, it is a legal requirement that we check an employee's entitlement to work in the UK, to comply with Home Office and tax obligations. Data we collect about your nationality is classed as *'special category personal data.'* This means that access to and the sharing of this kind of personal information is strictly controlled. In addition, to our legal obligation above, the University is required to identify an appropriate lawful condition under Article 9 of the UK GDPR which is Article 9(2)(b) *'employment' authorised by Schedule 1 Part 1 of the Data Protection Act 2018 in that processing is necessary for the purposes conferred by law in connection with employment.*

How we use your information

The University will use your data only for the purposes relating to your employment, as detailed in the section above. Data is stored in a secure electronic environment which is only accessible to relevant staff members. The University takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Who we might share your information with

Your information will be shared internally, with relevant staff, including HR and finance staff, only if access to the data is necessary for performance of their roles.

The University will share your data in order to check your entitlement to work in the UK and will also share your personal data with a third-party processor for the purpose of payroll.

How long we keep your information

The University will hold your personal data for the duration of your employment and for a further period thereafter of six years. After this period, it will ordinarily be destroyed, in line with the University's data retention schedule. However, it is important to note that your reports, along with any personal data these may contain, will be retained by the University indefinitely as a historical record.

Your rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information (this is known as a Subject Access Request or SAR).
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

It is important to note that some of these rights are not absolute and will depend on the circumstances. Please contact our Data Protection Officer, Sue White at dataprotection@norwichuni.ac.uk if you wish to make a request or have any queries.

The [Information Commissioners website](#) provides more information on data rights.

What if you do not provide personal data?

Information, such as contact details, evidence of your right to work in the UK, and bank details must be provided to enable the University to enter a contract of employment with you. You also have obligations under your employment contract to provide the University with certain data which includes information in order to exercise your statutory rights. Failure to provide this data may mean that you are unable to exercise your statutory rights. Failure to provide any information which the University requests, in its capacity as your employer, may hinder its ability to efficiently manage the rights and obligations which are a necessary part of an employment relationship.

How to contact us

If you require further information or have any concerns about how your personal information is held and processed by us, please email the University's Data Protection Officer by email at dataprotection@norwichuni.ac.uk or write to us at Data Protection Officer, Norwich University of the Arts, Francis House, 3 -7 Redwell St, Norwich NR2 4SN.

You can also complain to the ICO if you are unhappy with how we have used your data.
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

ICO Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Changes to this privacy notice

We keep our privacy notices under regular review.

This privacy notice was last updated on 17 August 2023.