



VISITING LECTURER PRIVACY NOTICE

Data controller: Norwich University of the Arts

As part of the process for engaging Visiting Lecturer to Norwich University of the Arts, we collect and process data to enable the University to make payment of your fee and to monitor the diversity and inclusion of Visiting Lecturers. The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the University collect?

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

- your name, address and contact details, including email address and telephone number;
- whether or not you have a disability for which you require reasonable temporary support for delivery of your session
- equal opportunities monitoring information, including information about your age, gender, gender identity, marital status, ethnic origin, sexual orientation, disability and religion or belief.

The University collects this information in the Visiting Lecturer Personal Record form and the Equality & Diversity Monitoring form for Visiting Lecturers.

Equality and Diversity data will be stored in a HR data process system. The Visiting Lecturer Personal Record data will be stored in the Finance payment system.

The University will not use your data for anything other than for the purposes of your Visiting Lecturer session.

Who has access to data?

The University will not share your data with third parties

The organisation will not transfer your data outside the European Economic Area.

How does the University protect data?

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.

For how long does the University keep data?

The University will hold your equality and diversity data on electronic file for 6 months after the end of the relevant Visiting Lecturer session(s).

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the University to change incorrect or incomplete data;
- require the University to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the University is relying on its legitimate interests as the legal ground for processing; and
- ask the University to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the University's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the University's Data Protection Officer, email dataprotection@norwichuni.ac.uk.

If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. The [Information Commissioners website](#) provides more information on data breach rights.

What if you do not provide personal data?

Information on the Visiting Lecturer Personnel Record form is required in order to process the payment of your fee.

You are under no obligation to provide the Equality and Diversity data to the University.

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 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 the Visiting Lecturer privacy notice

The University will keep the privacy notice under regular review.

This privacy notice was last updated on 17 August 2023