



External Examiner and External Course Consideration Panel Member Privacy Notice

Introduction

1. This privacy notice concerns our processing of personal data (information) of past, present and prospective external examiners and external Course Consideration Panel members for AECC University College. It explains how AECC University College collects, uses and shares your personal data, and your rights in relation to the personal data we hold.
2. In accordance with the UK General Data Protection Regulation (UK GDPR). AECC University College is the data controller of your personal data.
3. The University College takes the matter of data security and protection extremely seriously. All data which we receive from you is kept securely and only used for legitimate purposes in connection with your appointment as an external examiner.
4. 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 to you directly through the most appropriate means.

How we collect your data

5. In the majority of cases, the personal data collected in the process of appointing External Examiners or External panel members comes from the prospective Examiner or Panel member themselves. Through the nomination form you submit you will be asked to provide various personal, academic (education and professional development) and employment details to us. We are not able to process your application for this role unless you supply this information.
6. If your nomination is approved we will ask you to confirm the personal details provided at nomination and ask for further information; this will include 'special categories of data' as described under the GDPR, such as any dietary needs or requirements for reasonable adjustments in relation to a disability.
7. You will be required to provide confirmation of identity (Passport or equivalent) to enable a Right to Work check to be conducted, as required by UKVI. We cannot complete your appointment as an external examiner or external panel member unless these checks are conducted.
8. You will be asked to submit a 'new starter' form in order to claim your fees and expenses and this will include special category data such as your national insurance number, and gender. It is an HMRC requirement that these forms are completed before we can process a claim for fees/expenses.
9. External examiners are required to complete an annual report annually, using a standard template, to give your opinion of the academic standards and quality of the course(s) for which you are appointed. The template includes your name as an identifier. You may be asked to offer opinion in respect of proposed modifications/reviews of the relevant course, as indicated in your letter of appointment.
10. External Panel members are asked to send initial comments on the course documentation provided to the Panel. Using a standard template. The template includes your name as an identifier.

How we secure personal information

11. The University College takes data security seriously and uses appropriate technologies and procedures to protect personal information. Our information security policies and procedures are reviewed regularly and updated as necessary and to respond to changes in technology and regulatory requirements

The basis for processing your information

12. 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. In addition to this, we also need to process some of the data you provide to us to help us comply with our statutory obligations as a public body/higher education institution.

13. In accordance with Article 6 of the GDPR, we process your data in accordance with the following conditions:
- performance of a contract (your appointment letter as an external examiner or external panel member);
 - compliance with a legal obligation (for example in respect of our relationship with the Office for Students, relevant Professional Regulatory and Statutory Bodies);
 - legitimate interest (for transparency for students and staff and to improve the quality of the learning experience we provide; to maintain a historical record for the institution).

How we use the information you provide to us

14. The data we collect is used:
- to facilitate recruitment and selection
 - to administer your appointment (including payment of fees and expenses), enable effective communication with you about your appointment, and enable the performance of your role
 - to evidence compliance with UKVI and HMRC regulations
 - to support health, safety and welfare requirements
 - to maintain a basic record of appointments as a matter of historical interest for the institution
 - for reporting and monitoring (for example reporting to relevant professional bodies, the Office for Students, statutory staff Higher Education Statistics Agency (HESA) returns) as applicable.
15. The completed nomination form you submit will be shared with members of the University College's Academic Standards and Quality Committee (including student members) for the purposes of decision-making in connection with the nomination/ appointment process. Should you provide a personal address or mobile number as part of this process this will be redacted before circulation.
16. The personal and financial details you provide on our 'new starters form' will be entered onto our payroll system to claim your fees and expenses.
17. Information on your dietary needs and any other requirements for reasonable adjustments, will be used to facilitate your carrying out the appointment safely.
18. For external examiners, your annual report will be shared with the course team and will be considered through relevant academic committees. After consideration it will be made available to all staff in the institution, via our Staff Information Portal (SIP) and to students via the Virtual Learning Environment (VLE).
19. A list of all external examiners in post (name, place of employment, period of office) is shared with the relevant academic committee annually.
20. For external Panel members your initial comments will be circulated to all members of the Panel to facilitate development of an agenda. Your name and home institution will be shown in the final report from the Course Consideration Panel which details the Panel's deliberations and outcomes. Specific comments will not normally be attributed to individual panel members within that report

Sharing your information

21. We may need to share your data with a number of different people and organisations including:
- employees of the University (on a need-to-know basis in relation to job function e.g. Finance, Human Resources, Registry and the relevant academic School);
 - For external examiners, students of the University College (name, place of employment, period of office only) (due to the Quality Assurance Agency's advice that students have access to basic information regarding their external examiner);
 - For external course consideration panel members, other external and internal members of that panel, and representatives of external professional, statutory, regulatory bodies where they are also involved in this process
 - any professional, statutory, regulatory bodies specific to the provision you cover;
 - agents of the University College e.g. pension providers;
 - 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;
 - designated bodies operating on behalf of the Office for Students;
 - External or Internal Auditors commissioned by the University College

- Moodle 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 we have a legal/contractual obligation to share data.
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Changes to your personal data

22. You have a responsibility to keep your personal details up to date and should notify the University College of any changes. Please contact the Assistant Registrar (Quality Assurance) if you wish to amend your details.

How long your information is kept

23. Your records will be kept for a defined retention period. Our retention schedule is available on request.
24. 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.
25. Nomination forms submitted for committee consideration, external examiners' annual reports and Course Consideration Panel outcome reports submitted to committees, become part of the governance records of the institution. Minutes and agendas for the current academic year, plus three academic years, are made available to all staff in the institution via the SIP. Minutes only are made available to all students via the VLE, for the current academic year only. Thereafter minutes/agendas are removed from the SIP/VLE and are retained within Registry in accordance with the retention schedule. Access may be required by designated staff, (for example course leaders, to prepare for periodic or institutional review), but minutes are no longer accessible to all staff/students.
26. External examiner annual reports (including your name and place of employment) will be held on our SIP (and thus are accessible to all members of staff in the institution) for a period of six years (the period between periodic reviews of courses). Thereafter they will be retained as part of the governance record (see para 23).
27. Course Consideration Panel outcome reports will be held on our SIP until superseded by the report from the next Course Consideration Panel for that course, following a periodic review, or until that version of the course is no longer running. Thereafter reports are removed from the SIP and are retained within Registry in accordance with the retention schedule.
28. For external examiners the University College will retain a basic version of your data in a spreadsheet (name, place of employment at the time of appointment, duration of appointment) in order to enable monitoring of restrictions and reciprocity, and as a matter of historical record. This will be retained by the Assistant Registrar (Quality Assurance) on a University College owned personal computer.

Your rights in relation to the personal data that the University College holds about you

29. You have the following rights:
- to obtain access to, and copies of, the personal data that we hold about you;
 - to require that we cease processing your personal data if the processing is causing you damage or distress;
 - to require us not to send you marketing communications.
 - to require us to correct the personal data we hold about you if it is incorrect;
 - to require us to erase your personal data;
 - to require us to restrict our data processing activities;
 - to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
 - to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

30. If you have given your consent and you wish to withdraw it, please contact the Assistant Registrar (Quality Assurance). Please note that where our processing of your personal data relies on your consent and where

you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

31. Please see <https://ico.org.uk/> for further information on the above rights.

Your Responsibilities

32. During the course of your contract you may have access to personal information about other individuals. You are expected to treat this in a responsible and professional manner. You have responsibilities under the GDPR for any personal data relating to other people which you may access during your period of office. The University College will take a serious view of any breach of the GDPR by any of its members, including the consideration of disciplinary action.
33. If as part of your duties you breach data protection or discover a breach of data protection you must report this immediately to the Data Protection Officer (dpo@aecc.ac.uk).

Contact us

34. If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer, by email: DPO@aecc.ac.uk, or by post: Data Protection Officer, AECC University College, Parkwood Road, Parkwood Campus, Bournemouth, Dorset, BH5 2DF.
35. To request access to the personal data that we hold about you, you may contact our DPO by email: dpo@aecc.ac.uk, or by post: Data Protection Officer, AECC University College, Parkwood Road, Parkwood Campus, Bournemouth, Dorset, BH5 2DF.
36. If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

Version:	2.0
Approved by:	SMG
Originator / Author:	Assistant Registrar (Quality Assurance) / Data Protection Officer (DPO)
Owner:	Assistant Registrar (Quality Assurance) / Data Protection Officer (DPO)
Reference source:	COI templates and guidelines, exemplars from other HEIs
Date approved:	12 December 2022 (in circulation)
Effective from:	12 December 2022
Review date:	December 2025
Target:	External examiners, Course Consideration Panel external members, public
Policy location:	Staff Information Portal (SIP), Website
Equality analysis:	This Policy has been developed with regard to the University College's general equality duty.