

Privacy Notice:

External Examiners and External Experts

The University of Bradford recognises and values the contributions that External Examiners and External Experts bring to the setting and maintenance of academic standards, and the assurance and enhancement of learning opportunities, in line with the expectations of the UK Quality Code for Higher Education.

In order to appoint and facilitate the duties of External Examiners and External Experts, the University must collect and process certain pieces of personal data. This document outlines the type of data that is collected, how it is processed and how this conforms to the General Data Protection Regulation (GDPR), as required by law.

Under what legal basis does the processing of personal data take place?

The GDPR, as enshrined into UK law by the Data Protection Act 2018 (DPA), provides for a number of different legal bases under which processing of personal data may take place. In the case of this privacy notice, the following bases apply:

Necessary for the performance of a contract

The following documents are required to facilitate the duties of the External Examiner/External Expert and to ensure the timely and accurate payment following completion of those duties:

- Application Form
- Appointment Contract Letter
- Starter Checklist
- Bank Details Form
- Expenses Claim Forms
- Change of Responsibility Form (where applicable)

Necessary for compliance with a legal obligation to which the University is subject

The University of Bradford must collect certain pieces of data to comply with the following external legislation and regulations:

- Immigration, Asylum & Nationality Act 2006 (section 15, subsection 1) – to prove employee eligibility to work in the United Kingdom;
- UK Quality Code for Higher Education (Chapter B7, Indicator 8) – to provide students with key information relating to the External Examiner of their programme and/or modules;
- HM Revenue and Customs (Starter Checklist) – to ensure payments and expenses are processed and recorded correctly

Necessary for the performance of a task carried out in the exercise of the University's official authority

The University of Bradford's Charter, approved by the Privy Council in July 2015 makes provision for the University's official authority and documents the University's public task. External Examiners and External Experts contribute to the following elements of the Charter:

- Awarding of degrees and other academic awards - to ensure that the standard of the University's awards is maintained at the appropriate level and that the standards of student performance are properly judged against this
- Teaching - to identify opportunities for programme and/or module development and enhancement

What categories of personal data are used?

The University will only collect and use data required for both the University and the External Examiner or External Expert to carry out their duties as stipulated in the Appointment Contract Letter and further outlined in the Guide to External Examining for Taught Programmes. As standard, this will include:

- Name
- Date of Birth
- Home Address
- National Insurance Number
- Gender
- Photographic Identification
- Signature
- Staff ID
- Payroll ID
- Telephone Number
- Fax Number
- Email Address
- Skype ID (or similar)
- Education and employment details
- Financial details
- Other External Examiner posts in the last 5 years
- Any association with UoB or its staff/students

Depending on the nature of the programme and/or modules for which the External Examiner or External Expert has been employed, additional pieces of data may be required. Any additional data collection requirements will be detailed in the University's correspondence with the prospective External Examiner or External Expert.

Where do we get the personal data from?

In the majority of cases, the personal data collected in the process of appointing External Examiners or External Experts comes from the prospective Examiner or Expert themselves.

In cases where the standard mechanism of advertising for External Examiners or External Experts is not successful (i.e. via online professional networks), Faculty staff may nominate appropriate candidates. In this instance, personal data may be obtained from the member of UoB staff nominating the candidate or from the prospective External Examiner or External Expert's publically-accessible online presence (e.g. from HE institution's website).

Who else do we pass this information on to?

As standard practice, data collected regarding External Examiners and External Experts will be processed for use internally within the University. In certain circumstances, however, data may also be provided to the following types of organisation:

- External Auditors commissioned by UoB
- Professional, Statutory & Regulatory Bodies (PSRB)
- Office for Students and associated agencies (e.g. QAA, HESA)

Do we transfer the information overseas?

The information specified in this document will not be transferred overseas. The only exception to this would be if external regulatory bodies (e.g. auditors or PSRBs) are based overseas and request information relating to External Examiners and/or External Experts. In this instance, data will only be transferred where adequate levels of protection, in line with GDPR, can be assured.

How long do we keep this information for?

In alignment with the UoB's Document Retention and Disposal Policy and the JISC Retention Schedule for Higher Education (2014), the following retention periods, where applicable, will be adhered to for External Examiner and/or External Expert data:

<i>Records relating to:</i>	<i>Retention period</i>
Recruitment – unsuccessful applications	Completion of recruitment process + 6 months
Selection/appointment of external examiners	Termination of appointment + 1 year
Application forms + supporting documentation Contract(s) Terms & conditions incl. changes Termination of employment	Termination of employment + 6 years
Payroll payments to employees	Current tax year + 6 years
Payment and/or reimbursement of employees' expenses	Current financial year + 6 years
Individual staff email	Date of leaving + 2 months
External accreditation/review of (modules of) programmes including external examiners' reports	Life of programme
The arrangements for, and conduct of, a committee and/or panel meeting (e.g. assessment and exam board, programme approval panels)	Current academic year + 6 years
Induction and/or other events	Date of event + 6 months
University committee papers (e.g. Senate and sub-committees)	Permanent

In limited circumstances, extending a retention period beyond those prescribed above may be required where an external partner or professional body requires University retention periods to map on to their own retention periods.

What are your rights as a data subject?

As a person whose personal data we are processing, External Examiners and External Experts have certain rights in respect of that personal data.

You have the right:

- To access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you if it is inaccurate or incomplete;
- To request the deletion or removal of your personal data where there is no compelling reason for its continued processing;
- To restrict the processing of your personal data in certain ways;
- To obtain your personal data for reuse;
- To object to certain processing of your personal data;
- To complain to the Information Commissioner's Office about the way in which we process your personal data.

What are your responsibilities with regards to your data and the data of others?

External Examiners and External Experts have a responsibility to ensure that their personal details are up-to-date and accurate, and to notify the University of any changes via their Academic Quality and Enhancement contact.

In performing their contractual duties at the University, External Examiners and External Experts will have access to the personal data of other individuals, e.g. University staff and students. This data should be accessed, processed and stored in line with the University's obligations under the GDPR and for the sole purpose of performing the tasks required of the External Examiner or External Expert. Any data received should be treated as confidential and should not be used for any additional purposes and/or shared more widely without the consent of the University (via the Data Protection Officer) and, where necessary, the data subject.

Unless explicitly agreed otherwise with University colleagues, External Examiners and External Experts should ensure that any staff or student data they have received, regardless of format (e.g. paper, electronic, via email), is disposed of in a secure manner upon confirmation from the University that their final report has been received.

Any breach of confidentiality and/or GDPR responsibilities will be taken seriously and External Examiners and External Experts should notify the University's Data Protection Officer if they suspect a breach has occurred, either in the course of their duties or the duties of other members of the University.

Where can you get more information?

For more information, please visit the University of Bradford's GDPR webpage (www.bradford.ac.uk/data-protection) or contact the University's Data Protection Officer, Matthew Stephenson, data-protection@bradford.ac.uk, University of Bradford, Richmond Road, Bradford, BD7 1DP.

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Date Approved:	8. June 2018
Next Review Date:	May 2019
Version Number:	1