

External Examiner Privacy Notice

The University is committed to looking after any information that you make available to us during your appointment as an external examiner. We aim to be clear about what we will do with your data. This privacy notice explains when and why we collect personal information about you and how we will use this information. It also explains how we keep your information secure as well as the rights you have in relation to the information we hold about you.

The headings below set out the main information we need to give to you.

The privacy notice will be regularly reviewed to make sure it contains the most up-to-date information. You should check our website to review a copy of our most recent privacy notice. If we make any significant changes to this privacy notice we will contact you to let you know.

If you have any questions about any of the information contained in this privacy notice then you can contact us on dataprotection@uws.ac.uk

Who are we?

The University of the West of Scotland (referred to in this Privacy Notice as the “University”, “we”, “our” or “us”) is the Data Controller under the data protection legislation. This Privacy Notice sets out how we process personal data about you during your appointment as an external examiner (referred to in this Privacy Notice as “you” or “your”).

What type of information do we collect about you?

We collect information about your personal details (such as your name, contact details and your CV, etc.).

What are the sources of the information we hold about you?

The personal data which we hold about you will be the information provided directly by you during the application process. Further information may be collected as you undertake your role in terms of your reports and comments on academic matters.

How will we use your information?

The University needs to use the information you have provided to us to manage and monitor your appointment as an external examiner. For example,

- To ensure compliance with the requirements of the United Kingdom Visa and Immigration (UKVI) with regard to demonstrating you eligibility to work in the United Kingdom.
- To ensure compliance with Quality Assurance Agency UK Quality Code;
- To make any payments that are due to you; and
- To carry out statutory duties to provide information to external agencies.

Why do we need to process your personal data?

We may process your personal data because we have to for the purposes of the contract we have with you appointing you as one of our external examiners.

How long will we keep your information for?

In line with our retention schedule, we will keep documents related to your appointment, including Nomination Form, CV, appointment letters and Right to Work documentation for a period of six years after your appointment has ended.

Who has access to your information and who will we share your information with?

Authorised personnel within the University will be able to access the information you provide to us.

In line with the UK Quality Code, external examiner names are included in the University's programme specification and module descriptor (PSMD) system available on the UWS website. The name and institution of external examiners, along with their annual external examiner report is also provided to students via the student app.

No information will be passed to third party organisations except where you have been appointed via one of our partner colleges. In this case information about you would be shared between us.

What choices do you have in relation to your information?

Under the legislation you have certain rights in relation to the information we hold about you:

- To obtain access to, and copies of personal data we hold about you;
- To require us to stop processing your personal data if the processing is causing you damage or distress;
- To require us to stop sending you marketing communications;
- To require us to correct any personal data we hold about you that is incorrect;
- To require us to erase your personal data;
- To require us to restrict our data processing activities;
- To withdraw your consent to our data processing activities (without affecting the lawfulness of our processing before you withdrew your consent);
- To receive the personal data that we hold about you, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another controller, but only if you provided this information to us by automated means;
- 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.

Many of the rights above are not absolute so there may be times when you make a request to us and we are unable to meet it in full but if this is the case we will explain

to you fully why we have not been able to do what you have asked. You should also be aware that where our processing of your information relies on your consent and you then decide to withdraw that consent then we may not be able to provide all or some aspects of our services to you.

More detailed information about the rights you have any how you can make a request can be found at <https://www.uws.ac.uk/about-uws/compliance/information-records-management/data-protection/>

How will we keep your information safe?

We employ industry-standard security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage. All personal information we hold about you is held on our secure servers. If we hold paper records about you then we make sure that staff are trained about how they should handle this information and make sure it is stored securely.

Information transmission over the internet can never be guaranteed to be completely secure and although the University will endeavour to protect your personal data we cannot guarantee the security of your personal data transmitted to our website. Any such transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to prevent unauthorised/unlawful access and disclosure.

You can find out further information below.

- **Firewall**

A firewall is a network security device that monitors incoming and outgoing network traffic and decides whether to allow or block specific traffic based on a defined set of security rules.

Rules are designed to provide a balance between strong security and allowing staff and students appropriate access to teach and study.

- **Patch Management**

Patch management is a strategy for managing security fixes or upgrades for software applications and technologies. A patch management plan helps the organisation handle these changes efficiently and in a controlled and fully tested manner. We patch our devices and systems as part of a 30 day rolling process. Critical security patches are installed as required.

- **Access Control**

Access control is a security technique that can be used to regulate who or what can view or use resources in a computing environment.

Access to files and folders and connections to computer networks is based on user credentials, login and password.

- **Event/Network Monitoring**
The UWS network is constantly monitored for anomalous behaviour which would be associated with cyber-attacks. Event monitoring tools help us to monitor details of activity on the network and allow us to highlight areas of concern for further investigation. Identifying anomalies quickly is vital to securing the confidentiality, integrity and availability of data on our network.
- **Anti-Virus**
Anti-Virus protection is installed on all endpoint devices and updated at least daily with the latest vendor updates.

Antivirus software is designed to prevent, detect and remove malware infections on individual computing devices, networks and IT systems.

Our antivirus software programs include real-time threat detection and protection to guard against potential vulnerabilities as they happen, as well as system scans that monitor device and system files looking for possible risks.

Will we transfer your information outside of the EEA?

If you are appointment as an external examiner to a programme run by one of our partner institutes that are outside of the UK and EEA then some of the personal data we hold about you may be transferred to, and stored at, a destination outside the European Economic Area.

If we do this we will make sure we only transfer the information if there are appropriate safeguards in place.

Who is the University's Data Protection Officer?

The Head of Legal Services is the UWS Data Protection Officer. If you have any concerns about how we handle your personal data then you can contact the Data Protection Officer directly by e-mail dataprotection@uws.ac.uk or by post at Data Protection Officer, University of the West of Scotland, Legal Services, High Street, Paisley, PA1 2BE.

How can I complain about your use of my information?

If you remain unhappy then you have a right to complain to the Information Commissioners Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

e-mail: casework@ico.org.uk and telephone 0303 123 1113