

Privacy Notice - External Supervisors and External Examiners of research degree students

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following processes:

<p>Purpose 1: Nomination and appointment</p>	<p>Nomination and appointment to act as an external supervisor or external examiner to named research degree student(s).</p> <p>To inform the nomination and approval of external supervisor and external examiner appointments via the University's academic governance framework, informed by the QAA UK Quality Code of Higher Education.</p>
<p>Purpose 2: Right to work and other requirements</p>	<p>UHI will, or may, be required to undertake certain right to work and other checks as part of your nomination and appointment process, or after you have been appointed. Such checks may include: Passport or other right to work documentation may be used to perform the required checks on an individual's right to work in the UK, and other checks required by law.</p>
<p>Purpose 3: Administration of role, including undertaking of relevant tasks.</p>	<p>As external supervisor: to provide academic guidance throughout the research student's period of supervised research; input into UHI's research student progress review processes. As external examiner: to attend the viva oral presentation at the viva examination; supply the required examiner reports; undertake any post-viva duties e.g., reviewing corrected thesis, attending 2nd viva.</p>
<p>Purpose 4: Payment</p>	<p>To enable the payment of any agreed expenses and/or fee.</p>
<p>Purpose 5: Arranging access and health and safety for campus visits</p>	<p>To ensure your health and safety while attending campus, as required by Health and Safety at Work Act and associated laws.</p> <p>To allow UHI to meet its obligations under the Equality Act, and associated laws, to facilitate your access to campus (including making reasonable adjustments).</p>

Information we may collect:

Data Category	Example of data
<p>Personal Details</p> <p>- Provided by you in response to a request by the nominating Director of Studies (lead academic supervisor).</p>	<p>CV information, including name, title, contact details; employment history details, academic and teaching qualifications, details of experience related to research degree supervision and/or examining, continuing professional development details and details of publications.</p> <p>Passport or other right to work documentation.</p>
<p>Financial</p> <p>- Provided by you in response to a request by the University's Graduate School or Finance Offices.</p>	<p>Details of bank account (name and address of bank, sort code and account number).</p>
<p>Special category ("Sensitive") Personal Data</p> <p>- Provided by you as necessary.</p>	<p>Information you may wish to disclose concerning your health, e.g., relevant disability and/or health issues to ensure your health and safety while attending campus, as required by Health and Safety at Work Act and associated laws.</p> <p>Should you provide any such data UHI will process this for the purposes of meeting its obligations under the Equality Act, and associated laws, to facilitate your access to campus (including making reasonable adjustments).</p>

Our legal reasons for using the data are:

<p>Purpose 1: Nomination and appointment</p>	<p>Contract: The processing is necessary for the purposes of a contract with you, that being the relevant contract for the delivery of services you provide to UHI.</p> <p>Public task: The processing is necessary for UHI to undertake its public task to deliver education and research.</p>
<p>Purpose 2: Right to work and other requirements</p>	<p>Legal obligation: The processing is necessary for UHI to meet its legal obligations under employment and immigration law.</p>

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<p>Purpose 5: Legal obligation</p>	<p>Legal obligation: The processing is necessary for UHI to meet its legal obligations under employment and social protection law including the Health and Safety at Work Act and the Equality Act and other relevant legislation.</p> <p>Contract: The processing is necessary for the purposes of a contract with you, that being the relevant contract for the delivery of services you provide to UHI.</p> <p>Public task: The processing is necessary for UHI to undertake its public task to deliver education and research.</p>

Who your data will be shared with:

Your data will be collected by a UHI staff member in their role as a research degree student Director of Studies (lead academic supervisor), or an Academic Partner (UHI College) research student support team, or the UHI Graduate School Office.

If your appointment is confirmed, the information relating to your nomination will be used by UHI to create and activate your UHI Virtual Research Environment (VRE) account and grant you access to the relevant research degree student record(s). This will contain personal data including your title, your name and email.

Not limited to the following, some of your data will, or may be, shared with the following recipients or categories of recipient during the term of your appointment:

- Nominating Director of Studies (UHI staff member)

- Nominating Academic Partner (UHI College) Head and/or Academic Partner
PGR Co-ordinator
- UHI Graduate School Office
- Research Degrees Committee
- University IT Services
- University Finance Services
- Named research degree student(s)
- Your data will be hosted for UHI by HAPLO in their VRE system that UHI uses under contract with HAPLO and which HAPLO supports. For this reason, some HAPLO staff may have limited access to data in the system and may access your data in the course of the work they undertake for UHI.

UHI retention of data

Records relating to the nomination and appointment of external supervisors and external examiners will be retained until one year from the end of the academic year in which you finish your work with UHI.

Records relating to the payment of agreed expenses and/or fees will be held until the end of the financial year in which payment is made.

The following are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.