

Privacy Notice – ATRB applications

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 process:

The administration and consideration of applications to the UHI Academic Titles Review Board. More information about the process is available from the research office: margaret.little@uhi.ac.uk

Your information will be used for the following purposes:

Purpose 1: Administration and consideration of applications to the UHI Academic Titles Review Board.	<p>The Research Office collect applications and administer their passage through the ATRB process which includes:</p> <ul style="list-style-type: none"> • Submission of application • Initial consideration by relevant research office staff • Consideration by external assessors • Consideration and final decision by board
Purpose 2: Applicants will be informed of the outcome of their application.	Applicants will be informed of the outcome of their application privately following the relevant board meeting. Unsuccessful applicants will be provided with feedback.
Purpose 3: Publication of awards	Details of successful applications will be made public by the University and/or UHI partner colleges.

Our legal reason for using the data is/are:

Purpose 1: Administration and consideration of applications to the UHI Academic Titles Review Board.	Contract: The processing is necessary for the purposes of performance of a contract with you, that being your employment contract and your ability as an academic member of staff to apply for senior academic positions.
Purpose 2: Applicants will be informed of the outcome of their application	Public Task: The university has a public task to provide quality education and research. The university considers that the appointment of academics to senior academic

	positions improves the quality and reach of the university's research and communications and encourages students to study with us by providing them with enhanced student experiences.
Purpose 3: Publication of awards	Public Task: The university has a public task to provide quality education and research. The university considers that appointment of academics to senior academic positions improves the quality and reach of the university's research and communications and encourages students to study with us by providing them with enhanced student experiences. Publicising appointments to senior academic positions is an important part of realising this value and enhancing the research and teaching quality and reach.

If you were to withhold the personal information we require for this process, the consequences would be:

If you do not provide the required information the Research Office may not be able to progress your application.

Your data will, or may, be shared with the following recipients or categories of recipient:

- External assessors who contribute to the assessment of your application – more detail about who these will be for your application is available from the application form and Research Office.
- Details of successful applications will be made public by the University and/or UHI partner colleges.

Your data will be retained for the following length of time:

The data processed for the ATRB will be retained by the Research Office for one year from the end of the academic year in which your application is processed. The data will then be offered to the University archivist and may be archived in the public interest.

The Research Office will retain a list of all current and past Senior Academic Titles and who holds/held them (including visiting and honorary positions).

Rights of data subjects

The following rights 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.