

Privacy Notice – ATRB external assessors

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 (ATRB). You are being invited to take part in the ATRB as an external assessor. External assessors give advice to the ATRB board members about the quality of submissions. 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: Collection and consideration of your details	ATRB applicants propose their own external assessors. The ATRB check that assessors are appropriate. The applicants will know the names of their external assessors.
Purpose 2: Invite you take part	The ATRB invites you to take part in the assessment process. You will receive all the relevant information in the invitation, and you can contact Margaret.Litte@uhi.ac.uk for more information.
Purpose 3: Gathering and use of your advice	If you accept the invitation, you will be sent the information and forms from UHI to assess the applicant's submissions and provide feedback. You will be asked to consider the applicant's submission against UHI's standards and provide some feedback using UHI's ATRB feedback document.
Purpose 4: Applicant advised of outcome	The university will inform applicants of the outcome of their application. The University may also provide applicants with feedback about their application, including details of the feedback given by board members (May include some details of external assessor feedback). The university will ordinarily provide summary, anonymised, details of board feedback. To allow for this, please do not

	<p>include in your feedback any details that may identify you, unless you are happy to be identified.</p> <p>Your contributions to ATRB will be received and used in confidence. This means that in only in genuinely extraordinary circumstances (where the law permits or compels disclosure even where the data is received in confidence), the university may need to reveal the author of feedback, but this is not foreseeable in the ordinary course of the ATRB business. Please make sure that your feedback pertains to the set evaluation criteria so far as is possible.</p>
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Our legal reason for using the data is/are:

- **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.

Processing of special category (sensitive) data.

The ATRB process does not involve the processing of personal data. However, as with all interactions with UHI, UHI will be glad to consider making reasonable adjustments so far as is necessary for the purposes of improving your access to our services and to allow you to take part in this process. If you require such adjustments and it is necessary for you to disclose health data as part of this process, then UHI will process your data under the following conditions: Processing is necessary as a matter of substantial public interest (that being processing required by an enactment in the public interest – The Equality Act 2010), and the processing being required for the purpose of social protection law – The Equality Act 2010.

Sharing data with third parties outwith your organisation

The University will not actively share your personal data with any other person or organisation outwith the university. Please note that the university, like all public bodies, is subject to FOI, EIR and data protection law and may be compelled in certain circumstances to disclose personal data. The information you provide to the ATRB as part of the ATRB assessments will be received in confidence and disclosure of such material will only be made where the law permits or compels disclosure even where the data is received in confidence.

Data retention

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 you contribute to any ATRB application. The data will then be offered to the University archivist and may be archived in the public interest.

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.