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## Privacy Notice – Members of Academic Titles Review Board

### 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](mailto: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 (ARTB). More information about the process is available from the research office: [margaret.little@uhi.ac.uk](mailto:margaret.little@uhi.ac.uk)

### Your information will be used for the following purposes:

The University will need to process your personal data to administer your role as a member of the ARTB and to record the working and outcomes of the ARTB.

Purpose 1: Administration and consideration of applications to the UHI Academic Titles Review Board.	The University collect will process your data to: <ul style="list-style-type: none"><li>• Invite you to be a member of the ARTB</li><li>• Administer your role on the ARTB (publicise membership of the board, invite you to the meeting, send you relevant documents etc)</li><li>• Undertake the work of the board to assess application: To send you applications for consideration, provide details on how to consider these, sending and receiving template forms for providing feedback on application etc,</li><li>• Undertake consideration of feedback and final decision by board</li></ul>
Purpose 2: Applicants will be informed of the outcome of their application.	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.  The university will ordinarily provide summary, anonymised, details of board feedback. To allow for this,

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	<p>please do not 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>
Purpose 3: Publicise the membership of the ATRB	<p>Publicising the membership of the ATRB is an important part of improving confidence in the board. The transparency allows academics, staff members, stakeholders, and the public to be assured of the quality and diversity of the Board and the decisions that it makes. Your details will be published as a member of the ATRB.</p>

**Our legal reason for using the data is/are:**

- Use is necessary for the performance of a contract with you, that being your employment contract as a member of UHI staff.
- 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 the membership of the ATRB is an important part of improving confidence in the quality and diversity of the Board and the decisions that it makes.

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

The university may not be able to appoint you to the ATRB

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

The University will not actively share your personal data with any other person or organisation outwith the university (beyond the publications detailed in purposes 1 and 3). Please note that the university, like all public bodies, are subject to FOI, EIR and data

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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.

The Research Office will retain, and publish, a list of all ATRB members.

### **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.