

## Privacy Notice – ATRB Visiting Academic Titles process

### 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 nominations to the UHI Academic Titles Review Board for visiting academic titles. 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:

|   |   |
|---|---|
| Purpose 1: Administration and consideration of nominations for visiting academic titles | The Research Office collect applications and administer their passage through the ATRB process which includes: <ul style="list-style-type: none"><li>• Submission of nomination</li><li>• Initial consideration by relevant research office staff</li><li>• Consideration and final decision by board</li></ul>         |
| Purpose 2: Nominees will be informed of the outcome of their application.               | Nominees will be informed of the outcome of their application privately. Dependent on the date of nomination, this will be either following internal circulation and consultation with Board members or following the relevant annual ATRB meeting. Those who nominate candidates will also be informed of the outcome. |
| Purpose 3: Publication of awards  | Details of successful applications may 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 nominations for visiting academic titles | Public Task: The university has a public task to provide quality education and research. The university considers that the appointment of relevant persons to visiting academic positions improves the quality and reach of the university's research and communications and |
| Purpose 2: Nominees will be informed of the outcome of their application.               |  |

|                                  |   |
|----------------------------------|---|
|                                  | 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 relevant persons to visiting 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 such positions is an important part of realising this value and enhancing the research and teaching quality and reach. |

**Your data used in the process has, or may have, come from a third-party (not you – a UHI staff member):**

The UHI visiting academic positions are considered and awarded on nomination only. This means that a member of UHI staff must nominate you for a position.

When a UHI member of staff nominates you, they will need to inform you of this, and you need to agree to be nominated. You providing your CV for consideration is an essential part of the process.

In addition to you providing your CV, the staff member nominating you will need to complete a nomination form. They will complete this form (which will include personal data about you) and submit it to the Research Office where it will be reviewed by the ATRB and other relevant members of UHI staff.

The Nomination form will, or may, include the following information about you:

- Your name
- Your organisation(s) and/or affiliation(s)
- Job title or other similar information
- Statements by the nominator explaining why they consider you to be appropriate for the visiting academic title.

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

- UHI does not share this information out with the organisation as a matter of ordinary business, you should note that UHI is subject to FOI and EIR law.
- Details of successful applications may 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 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.