



Departmental Athena SWAN surveys

Information you need to know:

The Equality, Diversity and Inclusion Team is part of the University of Leicester. Further information on the institution can be found here: <https://le.ac.uk/>. The University of Leicester is the Data Controller for your information.

The Data Protection Officer is: Elisabeth Taoudi, Data Protection Officer and Commercial Lawyer, University Of Leicester, University Road, Leicester, LE1 7RH. Tel: 0116 229 7640. Email: et177@leicester.ac.uk.

This privacy notice explains how we use your personal information and your rights regarding that information.

What information are we collecting?

Personal data including- gender, ethnicity, contact details and contract information are being collected by departmental staff surveys.

Why are we collecting your data?

These details are being collected to inform the University's Athena SWAN work. The information collected through a survey informs our understanding of gender equality at the University and enables us to develop evidence-based actions to advance gender equality.

How we will use this data?

The data will be used to inform departmental Athena SWAN work, enabling departments to understand their culture and issues by gender and ethnicity. The results will inform an action plan to advance equality in the department.

What is the legal basis for processing the data?

The legal basis which the University of Leicester is relying upon for the processing of your personal data is Consent.

If we are sharing your data with others who are we sharing it with?

The University of Leicester departments and Athena SWAN teams within these departments.

How long we will process your data for?

Academic year created +5 years under The Retention Schedule- research business management (RES017).

What are your rights and how to enforce them?

- *Right to withdraw consent*
- *Right to be informed*
- *Right of access*
- *Right of rectification*
- *Right to erasure*
- *Right to restrict processing*

How to complain to the Information Commissioner's Office?

The Information Commissioner can be contacted on:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

Tel: 0303 123 1113.

Email contact can be made by accessing www.ico.org.uk