



## External Examining Records

### Information you need to know:

The Division of Student and Academic Services is part of the University of Leicester. The central Quality Office at the University manages the nomination, appointment and payment of external examiners, and the local academic department manages other aspects of the relationship. 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, LE17RH. Tel: 0116 229 7640. Email: [et177@le.ac.uk](mailto:et177@le.ac.uk).

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

### What information are we collecting?

For the purpose of nomination and appointment:

Nomination form containing CV details, including personal details (name, title, professional contact details), employment history details, academic and teaching qualifications, details of experience related to teaching and learning, continuing professional development details and details of publications

For the purposes of payment

Name, date of birth, gender, national insurance number, work address (or alternative correspondence address where you have provided an alternative), details of bank account (name and address of bank, sort code and account number).

### Why are we collecting your data?

*In line with the wider HE sector, the University collects data on External Examiners' recent employment, research and teaching activities (via your nomination form) that is used to inform the nomination and appointment process.*

*The University collects documentation to confirm the right of individuals to work in the UK, as required by Law.*

*The University collects External Examiners' banking details to allow for payment.*

*The University collects External Examiners' contact details to allow for relevant academic and assessment materials to be considered by External Examiners and to make logistical arrangements associated with External Examiner attendance at Boards of Examiners and other relevant events.*

### How we will use this data?

*Data will be used to inform the nomination and approval of External Examiner appointments via the University academic governance framework.*

*Passport or other right to work documentation will be used to perform the required checks on an individual's right to work in the UK.*

*Banking details will be used to allow for payment of External Examining fees.*



Contact details will be used for communication between the University and the External Examiner.

## What is the legal basis for processing the data?

- *Contract*

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

*We will not share your data with a third party save that the names and institutions of current External Examiners are published on the University's website, in accordance with the University Senate Regulations and the Quality Code for Higher Education.*

*The University does not intend to share or store your data outside of the EEA.*

## How long we will process your data for?

*Records relating to the nomination, appointment, payment and contact details relating to External Examiners will be retained until the end of the individual's term as an External Examiner, plus one year.*

*The name, institution and term served by an External Examiner (only) will be held for five years following termination in order to comply with appointment checks.*

*The reports submitted by External Examiners will be retained permanently by the University as part of the quality assurance record for our programmes of study. Reports do not contain personal data with the exception of the External Examiner's name and institution. The reports are not generally available and are kept securely by the University on a password protected website.*

## What are your rights and how to enforce them?

*Please indicate what rights individuals will have regarding the data you will be processing. Please remove any rights that are not applicable based on the legal basis for processing (i.e. some rights are more applicable if data was obtained under consent)*

- *Right to be informed*
- *Right of access*
- *Right of rectification*
- *Right to restrict processing*
- *Right to data portability*
- *Rights related to automated decision making including 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 <http://ico.org.uk>