



Privacy Statement for Validation and Periodic Programme Review (Internal and Collaborative)

External Panel Representatives and External Advisors

Liverpool John Moores University (LJMU) deals with all personal information in a responsible manner that respects personal privacy. The University is registered as a Data Controller with the Information Commissioner's Office (ICO) and is responsible under the applicable data protection laws referenced below, for the use of personal data you submit to us.

This privacy notice lets you know what data we will collect from you and how we will use it. The information we hold and process will be used for management and administrative purposes only, to enable us to manage our relationship with you effectively and lawfully whilst you are working with us and after your duties have been completed. Your personal data will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016/679 (GDPR).

Further advice and guidance can be sought from the University's Data Protection Officer, by email DPO@ljmu.ac.uk

A. What personal information do we require?

Personal and contact details: your title, full name, work address, telephone number and email details for correspondence purposes and in order to send you validation/review documentation; your home address, bank account and sort code details in order to process your external panel representative/external advisor fee and expense claim. Passport and information pertaining to securing international visas and travel arrangements, the requirements of which are specific to each individual country. This will only be required for overseas validation/review events and will vary depending on the requirements of the country within which the activity will be based.

Your residency and/or citizenship status, in order to confirm your right to work in the UK. This will be your date of birth, gender and nationality as documented within your current passport.

Your main areas of teaching/research in order to confirm your suitability for appointment, as a summary provided by the nominating programme team representative on the LJMU nomination form.

Your main managerial responsibilities in order to confirm your suitability for appointment, as a summary provided by the nominating programme team representative on the LJMU nomination form.

Your education and employment history in order to confirm your suitability for appointment, taken from your Curriculum Vitae.

B. What is the source of your personal information?

We will collect personal information from the following sources:

From you directly via receipt of your Curriculum Vitae, a completed LJMU fee and expense claim form, and from receipt of a scanned copy of the photograph page of your current passport which you will email to a representative from the nominating programme team.

From you indirectly via an LJMU external panel representative/external advisor nomination form, which will be completed on your behalf by the programme team representative. When required, via bespoke forms for travel visas which will be sent to you directly by Academic Registry.

C. What do you we use your personal data for?

We use your personal data for the following purposes:

To assess an application to act as an external panel representative on a validation or periodic programme review panel, or to act as an external advisor for the validation/review of Certificate of Professional Development awards.

To comply with legal and regulatory obligations, requirements and guidance in respect of your right to work in the UK.

To make travel arrangements on your behalf, when required. This will only be required for overseas validation/review events

To pay you the agreed fee and to reimburse reasonable expenses incurred as a result of your work with us.

D. What are the legal grounds for our processing of your personal information (including when we share it with others)?

The lawful basis for using this data is Article 6(1) b Performance of a Contract and Article 6(1)(e), Public Task. This permits the University to use your personal data to consider and confirm you as an external panel representative or external advisor, to pay you for your work and to reimburse you for any out-of-pocket expenses incurred as a result of your work with us (in line with the University's financial regulations).

E. Who has access to your personal information?

Your personal information will be shared internally with the following members of staff or departments:

- Nominating programme team (*nomination form, CV, scan of proof of eligibility to work in the UK, contact information*)
- Nominating Director of School/Head of Department's office (*nomination form, CV, scan of proof of eligibility to work in the UK, contact information*)
- Academic Registry (*information required for nomination, contact information, bank details when managing fee/expense claim forms*)
- The Pro Vice-Chancellor Education (in respect of nominations for collaborative programmes only) (*information required for nomination, contact information*)
- Finance Department (*bank details and contact information for payment of fee/expense claims*)

F. When do we share your personal information with other organisations?

The University will share your personal information (with the exception of your home address, bank account and sort code details) with the relevant collaborative partner institution if you are to be appointed to one of LJMU's collaborative validation/review events, or as an external advisor for a collaborative Certificate of Professional Development award. The University may share your name and place of work with a Professional, Statutory and Regulatory Body (PSRB) in order to fulfil any requirements of the PSRB's accreditation process. The University may share your personal information such as your passport details and visa application forms, with a third party travel agents, if specifically required in order to make travel arrangements. This will only be required for overseas validation/review events. The University will also share your personal information if required to by the law.

G. How long do we retain your personal information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will retain your personal information in line with our Retention of Records Schedule. Unless we explain otherwise to you, this will be until completion of the programme's subsequent periodic review

activity plus one year (normally this will be a period of six years). Your fee and expense claim and the details contained therein will be retained by the University's Finance Department for six years, in line with its retention schedule for financial records. In addition, Academic Registry will keep a redacted version of your fee and expense claim form to enable us to deal with enquiries, and this will be retained in line with the Retention of Records Schedule as detailed above.

In the event that you are not approved to act as an external validation/review panel member or external advisor, we will securely destroy your application within one month of the decision not to appoint you.

H. How will we record your personal information?

We will file a copy of the completed nomination form, accompanying Curriculum Vitae and a copy of your passport on a SharePoint site that has access restricted to a sub-group of staff from within the University's Academic Registry. The fee and expense claim form will be filed by the University's Finance Department. We will record your first name, surname and the name of the institution you work at on the University's Web Hub Business Intelligence Tool on the University's intranet. This is password protected to internal University staff only.

I. How does the University protect data?

The University takes the security of your data very seriously, and has internal policies and controls in place to try and ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessible except by its employees in the performance of their duties. For more information, please see the University's Data Protection Policy.

J. Your rights as a data subject

You have the following rights:

- To access a copy of your personal data that we process
- To correct inaccuracies in personal data that we hold about you
- To request that your details be removed from systems that we use to process your personal data (your right to be forgotten)
- To restrict the processing in certain ways
- To obtain an electronic copy of your data
- To be notified in the event of a data security breach concerning your personal data
- To make a complaint to the Information Commissioner if you believe we have not complied with the requirements of the GDPR or DPA with regard to your personal data (you can do this by contacting the Information Commissioner's Officer directly. Further details on your rights and contact details are available at www.ico.org.uk)

If you want to review, verify, correct or request removal of your personal information, object to the processing of your personal data, withdraw your consent to any processing, request that we transfer a copy of your personal information to another party, or make a subject access request or assert any of the rights detailed above, please contact the Data Protection Officer in writing via the following email address DPO@ljmu.ac.uk

K. Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.