

Liverpool John Moores University - Privacy Statement for External Examiners

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 General Data Protection Regulation for the use of personal data you submit to us.

This privacy notice lets you know about 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.

Further advice and guidance can be sought from the University's Data Protection Officer, by telephone 0151 231 3116 or by email secretariat@ljmu.ac.uk

A. What personal information do we require?

In order to facilitate the management of external examining activity in line with the requirements of the Academic Framework Regulations and the QAA UK Quality Code for Higher Education), Liverpool John Moores University holds personal data on all appointed external examiners, including:

- **Personal and contact details:** your title, full name, work address, telephone number and email details for correspondence purposes; your home address, bank account and sort code details in order to process your fee and expenses claim forms; your home address, date of birth, national insurance details, and a passport-sized photograph, in order to give you access to the University's IT systems and generate a staff account/Staff ID Card.
- **Your residency and/or citizenship status,** in order to confirm your right to work in the UK. This will be passport information, or other proof of eligibility to work in the UK. At the point of your nomination, we request a scan of the main page of your passport (or other proof of eligibility documents), and if you are appointed, you will be required to present the original documents to a member of University Staff on your first visit to us.
- **Your Curriculum Vitae,** with details of your current place of work, plus your employment history, main areas of teaching/research, and your education/employment history. This is in order to confirm your suitability for appointment, and to enable the University to facilitate the University's compliance with Institutional and National requirements.

B. What is the source of your personal information?

We will collect personal information from the following sources:

- **From you directly;** during the nomination process, via your CV and your scanned documents providing proof of eligibility to work in the UK; on appointment, via the details you submit to enable us to give you access to the University's IT systems and generate a staff IT account; on your first visit to the university, when you present your original documents to verify your eligibility to work in the UK; when you claim fees/expenses. and from receipt of a scanned copy of the photograph page of your current passport which you will email to the nominating LJMU Programme Leader.

- **From you indirectly** via an LJMU external examiner nomination form, which will be completed by the nominating LJMU Programme Leader/Link Tutor, using your Curriculum Vitae as the information source.

C. What do we use your personal data for?

We use your personal data for the following purposes:

- **To consider your nomination** to act as an external examiner.
- **To comply with legal and regulatory obligations, requirements and guidance** in respect of your right to work in the UK.
- **To facilitate your fulfilment of your role and your ongoing engagement with the University**, in order to comply with Institutional and National requirements (for example, the Academic Framework Regulations or the QAA UK Quality Code for Higher Education).
- **To facilitate the University's compliance with Institutional and National requirements** (for example, to comply with the requirements in the QAA UK Quality Code for Higher Education, such as checking for potential conflicts of interest, or maintaining appointment records throughout your tenure).
- **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 University relies upon the public task condition to use your personal data to consider and confirm you as an external examiner, to facilitate the fulfilment of your duties during your tenure, 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.
- Nominating Head of Department/Director of School.
- Academic Registry.
- Faculty Quality Assurance and Enhancement Committees (and if applicable, Faculty External Examiner Sub-groups).
- The Pro Vice-Chancellor (Education).
- Faculty administrative offices.
- Boards of Examiners.

Your name, current post/place of work, and the programmes you oversee will be available to all members of LJMU staff via the University's secure WebHub database.

In line with national requirements, your name, position and institution/workplace will be made available to students in programme guides. In the event of a student making direct contact with you, the you are advised to refer the query to the Programme Leader.

Your external examiner reports are stored in the University's external examiner report submissions inbox (ExternalExaminersVCOffice@ljmu.ac.uk) and are accessible to senior management and Academic Registry. They are also stored in Academic Registry's secure repository. They are shared with programme teams, Directors of School/Heads of Department, and other relevant University staff as required by our Quality Assurance processes. They are also shared with students via designated programme SharePoint sites and via Boards of Study.

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

Your data may be shared with law enforcement and taxation bodies and also the UKVI. Information may also be shared with Professional, Statutory and Regulatory Bodies (PSRBs) (or their representatives) in order to fulfil the requirements of PSRB accreditation and validation of LJMU programmes.

Your data may also be shared with national regulatory bodies such as the Quality Assurance Agency.

Your name, position and institution/workplace, CVs and/or external examiner reports, and the University's responses to these reports, may also be shared with PSRBs, as appropriate, in order to fulfil any requirements of the PSRB's accreditation/monitoring processes.

For examiners who are nominated for or appointed to oversee collaborative programmes outside the UK, their information may be shared with designated contacts at the collaborative partner. This will be done in accordance with the contract and the relevant safeguards which are already in place for collaborative provision. Further information can be obtained from The Collaborative Team within LJMU's Academic Registry.

G. How long do we retain your data for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including the purpose 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 according to the timeframes listed below.

Data relating to nomination, appointment and administrative management of active tenures:

- For individuals where a nomination is not approved, nomination data will be held for a period of one year (following the decision not to appoint you) by Academic Registry, and it will then be deleted securely.
- For individuals where a nomination is approved, appointment/nomination data is held for the duration of the appointment (normally four years) by Academic Registry, and then for a further five years following the end of your tenure. It will then be deleted securely.

Data relating to fee and expenses claims:

This data is held by the University's Finance Department, both in paper format (held securely), and in electronic format (held securely on the University's Oracle Finance system. Paper and electronic documents will be retained for seven years following the date of submission. They will then be deleted securely.

Data relating to creating an LJMU Staff IT Account:

This data will be stored securely by LJMU's Human Resources Department in paper form (held securely) and on the University's secure Staff Infobase HR system. Your information will be held for the duration of your tenure (normally four years), and for a further seven years following the end of your tenure. It will then be deleted securely.

H. How do we record your personal information?

Data relating to nomination, appointment and administrative management of active tenures:

Your data is collected at the point of nomination by the nominating programme team/Academic Registry, and stored centrally and securely by Academic Registry (in secure files). During the nomination process, it is also stored on the Faculty Quality Assurance and Enhancement Committee website (in secure files designated to that committee). Following appointment, and during your tenure, your data is stored centrally and securely by Academic Registry (in secure files), and within the secure database, the LJMU WebHub.

Data relating to Fee and Expenses Claims:

Data relating to your fees/expenses (Fee/expense claim forms, including your name, home address, and bank details) is stored securely by the University's Finance department, both in paper format (held securely), and in electronic format (held securely on the University's Oracle Finance system).

Data relating to creating an LJMU Staff IT Account:

If your appointment is confirmed, you will be asked to complete and return a designated form, in order for LJMU to create and activate your Staff IT Account and grant you IT access. Once completed, this will contain personal data including your title, your name, National Insurance Number, date of birth, contact details and home address. This data will be stored by LJMU's Human Resources Department, in paper form (held securely) and on the University's secure Staff Infobase HR system.

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, make a subject access request, or assert any of the rights listed above, please contact the Data Protection Officer in writing via the following email address secretariat@ljmu.ac.uk

In accordance with GDPR, you have the right to be forgotten, and the right to withdraw consent at any time. Please note that the withdrawal of consent will result in you not being able to carry out your duties, and may ultimately result in the termination of your tenure.

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.