

# Privacy Notice – External Advisor/External Examiner

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## Introduction

The University of Southampton's (University) Student and Academic Administration workstream engages in a broad range of activities that support the student lifecycle. We value your privacy and we recognise the need to process your personal data in a fair and lawful manner.

The University is the "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you have been nominated to become an External Advisor or External Examiner. It makes you aware of how and why your personal data will be used, namely for the purposes of appointment as an External Advisor or Examiner for a fixed period, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR). Our registration number with the Information Commissioner's Office is Z6801020.

Data refers to the information that we hold about you from which either on its own or in combination with other information you can be identified and may include names, contact details, photographs, identification numbers, online identifiers and expressions of opinion about you or indications as to our intentions about you. A list of the data we collect is set out below. Processing means doing anything with your data, such as collecting, recording or holding the data as well as disclosing, destroying or using the data in any way.

This notice may be amended from time to time and you can obtain a current version at <https://www.southampton.ac.uk/studentadmin/quality-assurance/index.page>.

## Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## What information does the University collect?

In connection with your nomination and term of office we will collect, store, and use the following categories of personal data about you:

- The data you have provided on your nomination form or Employment Status Questionnaire,

including name, title, address, email addresses

- Information about your relationship with the University of Southampton and its staff
- Information about your current and previous employment
- Information about your qualifications and scholarly experience
- Information about your association with research projects and candidates (PGR External Examiners only)
- Information about your previous experience as an external advisor or external examiner
- Information about your eligibility to work in the United Kingdom, including a copy of your passport, if necessary
- Records of all contact we have with you including your reports
- Any disability information you may disclose prior to a visit to the University
- Your Pay Reference Number, Date of Birth and National Insurance Number (UG External Examiners only)
- Your bank account details

## **What if you do not provide your personal data?**

If you fail to provide data when requested, we will not be able to continue with your nomination to become an External Advisor or External Examiner for the University of Southampton.

## **Why does the University process personal data?**

We need to process your personal data to enable us to fulfil our contract with you as set out in the Letter of Appointment. Processing your data allows you to become an External Advisor or External Examiner for the University of Southampton and it enables us to:

- Assess your suitability to be an External Advisor or External Examiner for the proposed programmes and modules;
- Ensure you have the right to work in the UK, if necessary;
- Communicate with you throughout your term of office;
- Ensure that you are paid for your activities as an External Examiner or External Advisor.

## **How the University uses your Special Category Data**

We may also collect, store and use the following “special categories” of more sensitive personal data, where this is absolutely necessary to ensure that we can make any necessary adjustments if you visit the University of Southampton:

- Information about your health, including any medical condition and/or disability, health and sickness records.

We will only process sensitive personal data where you have given your explicit consent unless we are legally obliged to do so.

## **Processing for limited purposes**

We will only process your data for the specific purpose or purposes that we tell you about, or if specifically permitted by the Data Protection Act 2018 , and will only process your data to the extent necessary for that specific purpose or purposes.

## **Accuracy**

We will keep the data we store about you accurate and up to date as relevant to the purpose or purposes for which we process it. Data that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if data we hold about you is inaccurate.

## **How will your personal data be collected?**

We obtain your personal data directly from you or indirectly from third party sources with whom you have had direct contact, such as University of Southampton staff. We will always look to ensure that the third party has the lawful authority to share this information with us and has collected it from you fairly.

## **How will your personal data be secured?**

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. In addition, we limit access to your personal data to those employees of the University who have a business need-to-know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

## **Holding and retaining your data**

We will retain your personal data for up to six years after your nomination or term of office. After this period, we will securely destroy your personal data in accordance with our data retention schedule.

You can obtain full details of our retention schedule at

<https://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page>

Who has access to your personal data?

We share your name and institution with other External Examiners or potential External Examiners for the same or related programmes and modules to enable appropriate mentoring and academic peer support for individual or teams of examiners undertaking the role to take place.

We may share your name and institution with other External Advisors and external stakeholders involved in a programme validation event modules to enable appropriate mentoring and academic peer support for individual or teams of examiners undertaking the role to take place.

As an External Examiner for taught programmes your name and institution will be publicly available in the relevant Programme Specification(s) as required by the Quality Assurance Agency.

As an External Examiner for taught programmes your reports, including your name and institution will be available to our students as required by the Quality Assurance Agency.

All third-party data recipients are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party data recipients to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Exceptionally, we may disclose your data with a third party if required to do so: to protect or defend the University's rights, interests, or property, or those of third parties; act in urgent circumstances to protect the personal safety of University constituents, or the public; or protect against legal liability.

## Automated decision making and profiling

None of the personal data collected about you will be used as part of any automated decision making or to build a profile of you.

## Your rights

You have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise these rights please use our [online form](#) or write to:

The Data Protection Officer  
Legal Services  
University of Southampton, Highfield  
Southampton, SO171BJ  
Email: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)

## Further information

We also have additional policies and guidelines concerning particular activities. If you would like further information please see our Publication Scheme at: [http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication\\_scheme](http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme).

If you are unhappy with the way that we have handled your data you can contact us at: [gdpr@soton.ac.uk](mailto:gdpr@soton.ac.uk) or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>. We would, however, appreciate the chance to deal with your concerns first so please contact us in the first instance at [qsa@soton.ac.uk](mailto:qsa@soton.ac.uk)