

External Panel Member

Your personal information

The University of Lincoln collects personal information about you when, following correspondence with an academic member of staff, you take up an opportunity to be part of a (Re)Validation or Periodic Academic Review as the panel's subject and/or industry specialist. We use this information to, firstly, confirm your suitability to undertake the role of external panel member and, secondly, to verify your right to work in the UK in accordance with Home Office requirements. This notice explains more about how we use your personal information.

- [What information we collect about you](#)
- [How we use your information](#)
- [Information we may share with other organisations](#)
- [Information processed abroad](#)
- [How long we keep your information](#)
- [Accessing your information and other rights](#)
- [How to object or withdraw consent](#)
- [How to contact us](#)
- [How to complain](#)

What information we collect about you

We collect information about you when you submit an electronic copy of your CV to us to assess and confirm your suitability to undertake the role of external panel member. We also collect personal information to confirm your right to work in the UK, by taking a copy of your passport, and personal/financial details to pass on for processing payment of the fee and the claiming back of any incurred expenses, associated with the event/review, to the University's Payroll Department. If upon review of your CV you are not deemed suitable for the role the copy of your CV will be deleted.

Keep your details up to date by contacting: Tanya Spratt, Office Administrator, Office of Quality Standards and Partnerships: Email: tspratt@lincoln.ac.uk

How we use your information

We collect information about you to assure ourselves of your suitability and independence to act as an external panel member. We are required to request and retain a copy of your CV in order for the University to fulfil its public task to provide Higher Education.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

Information we may share with other organisations

The information we collect will not be shared with another organisation.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each

instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

We will not normally need to transfer your personal data outside the European Economic Area (EEA). In rare instances, for example where an international partner is involved, the University may need to transfer your personal data outside the European Economic Area (EEA). If this is the case the University will make every effort to ensure that there are adequate levels of protection and safeguards in place so that your data is handled appropriately and securely in accordance with data protection laws.

How long we keep your information

We will keep a record of your CV permanently in our electronic archive forming the record of the (Re)Validation event or Periodic Academic Review. This would form part of the evidence base for the event/review should we be externally audited.

A copy of your passport will be kept indefinitely, as required by the Home Office.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

Access You have the right to request a copy of any personal information we hold about you.

If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.

Portability If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.

To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.

Correction If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.

Erasure This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.

Restriction You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on compliance@lincoln.ac.uk or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact Tanya Spratt, Office Administrator, Office of Quality Standards and Partnerships: Email: tspratt@lincoln.ac.uk and explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Please contact Tanya Spratt, Office Administrator, Office of Quality Standards and Partnerships: Email: tspratt@lincoln.ac.uk with your request.

How to contact us

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.