ULSTER UNIVERSITY

Centre for Higher Education Research and Practice (CHERP)

STAFF PARTICIPANT PRIVACY NOTICE

Data Controller: Ulster University

Data Protection Officer: Clare Jamison, University Secretary, Room J312, Belfast campus BT15 1ED, email: c.jamison@ulster.ac.uk

Centre for Higher Education Research and Practice (CHERP), website www.ulster.ac.uk/cherp Email cherp@ulster.ac.uk

This Privacy Notice explains how CHERP at Ulster University (Ulster) collects, uses and shares staff participant's personal data and explains staff rights in relation to the data that CHERP processes about current, past and potential future staff participants (both prior to and at formal application stage).

Ulster is registered as a 'data controller' with the UK Information Commissioner's Office (ICO). The ICO is the independent supervisory authority set up to promote and oversee compliance with GDPR legislation. A copy of the University's ICO registration is available at: www.ico.org.uk

1. Purpose of processing personal data
The University processes data about you for various teaching, research and administrative purposes.
Examples of how your data is used are as follows:
- supporting registration and enrolment, recording assessment results, academic progress and awards, and organising celebrations of professional learning.
- providing student support services, for example in relation to disability, health, counselling.
- maintaining contact with alumni and CHERP fellows.
- processing student academic appeals and student discipline cases.

2. Lawful basis for processing data
CHERP at Ulster University will apply the following conditions for processing as appropriate:
Consent – The individual has given consent to the processing for one or more specific purposes.
Necessary for performance of a contract – the processing is necessary for the performance of a contract with the individual.
Legal obligation – the processing is necessary for compliance with a legal obligation to which the data controller is subject.
Vital interests – The processing is necessary in order to protect the vital interests of the individual. This is typically limited to processing needed for medical emergencies.
Public functions – the processing is necessary for administering justice, or for exercising statutory, governmental or other public functions.
Legitimate interests – the processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where

such interests are overridden by the interests or fundamental rights and freedoms of the data subject.

Controllers are required to undertake a legitimate interest test which involves a careful assessment of the processing to ensure it properly balances the interest of the controller against any possible intrusion to the individual's privacy.

3. <u>How we collect your data</u>

Personal data is normally collected during the admissions process, updated by you during enrolment (award-bearing courses) and added to by staff during the academic year.

3.1 What we ask

Award bearing courses (PgCHEP/MEd/FST) require the following for Banner/registration purposes:

- Name
- Home address
- Staff/student number
- Faculty/Directorate
- School/Department
- Position
- Date of Birth
- Email address
- Contact Number
- Entry Requirements

You have access through the Portal to Student Self-Service where you can view some of the data held on you. You have a responsibility to check the accuracy of the data and to inform the University immediately of any errors or omissions.

Other professional learning courses/webinars/events or professional recognition schemes require the following for registration purposes:

- Name
- Staff number (e or a number) or student number (b number)
- Faculty/Directorate
- School/Department
- Position
- Email address
- Contact Number

3.2 Where we store it

- Information is stored on the CHERP SharePoint site/Microsoft Forms, which can only be accessed by CHERP team members.
- Home address and date of birth are a mandatory requirement for **Award bearing courses (PgCHEP/MEd/FST)** and are entered onto Banner by Registry and/or Employability Business Services Unit. We provide these two departments with these details
- Any personal details held by CHERP are never shared outside of CHERP when information requests are received

3.3 University Training Records
- Students (members of staff) who have completed CHERP programmes[i] will have their achievement/s added to the University training database by CHERP admin staff. This information will be accessible to the student through the Employee Self Service Portal/training. The information stored is the course name, date of course, name/staff number and qualification achieved i.e. Fellowship of the Higher Education Academy. No personal data is stored in the training area of this database.

4. <u>How long does the University/CHERP hold your data?</u>
The University's Retention and Disposal Schedules includes guidance on retention and disposal periods. A copy of the Schedule is available at: https://www.ulster.ac.uk/__data/assets/pdf_file/0010/687124/Records-Management-Policy-1.0.pdf

5. <u>Categories of personal data processed by CHERP</u>

<u>Health Information</u>
Information on your health may be required for one or more of the following purposes:
- as supporting evidence where you have been prevented from submitting coursework.
- to provide information about any disabilities you have and to allow CHERP to provide related additional requirements.

<u>Published Data</u>
The details of your academic award and its classification are regarded as public information (but not information on those that have failed).

Names of staff participants who have successfully completed their course or other professional learning/recognition processes are published in CHERP's annual 'Celebration of Professional Learning and Recognition Yearbook' which is accessible on CHERP's website, https://www.ulster.ac.uk/cherp.

<u>Partner Institutions</u>
If you are a staff participant of a Partner Institution and engaging in our **Induction Course for Recognised University Teachers***, CHERP holds data on you. The data is held to record your academic progress and to provide you with an award certificate on completion of your course.
The data is not transferred to any other individuals or organisations other than the institution at which you are registered.

<u>Photographs</u>

CHERP may commission photography on campus or at specific events, such as award ceremonies, for use in published promotional material.

<u>Computer Use</u>

The University uses Google Analytics software to collect information about how

you use the website ulster.ac.uk. CHERP may also use this software to collect information about how its website is used to help make sure the site is meeting the needs of its users and to help us make improvements.

6. Who do we share your data with?

<u>**Disclosures to Third Parties**</u>

(i)   External examiners and assessors

(ii)   Professional Bodies

Staff participants on Courses or Schemes Leading to Professional Recognition - CHERP will pass your data to professional bodies to enable you to be registered with such bodies and in order for you to access your professional recognition certificate.

- **Advance HE -** you should be aware that at the successful outcome of your fellowship application, through ENHANCE, the Post-graduate Certificate in Higher Education or First Steps to Teaching, personal data including your name and email address will be supplied to Advance HE. This is in order to trigger your fellowship registration and certificate being recorded on their My AdvanceHE database https://my.advance-he.ac.uk/

  Advance HE will make use of this data in the course of providing their Accreditation Services and potentially in any reviews they might carry out of our accredited provision. When you submit your portfolio or coursework you are confirming you agree to this data sharing.

- **Association for Learning Technology (ALT)** - data on those seeking CMALT is passed to the Association for Learning Technology in order to register participants on their professional development pathway.

- In addition, data on those requesting access to Ulster University's **Mentimeter** and **Nearpod** licences is passed to the supplier in order to register participants with a user account.

(iii)   Reports to University departments/committees and Requests by other staff at Ulster for names of colleagues who have completed professional learning with CHERP

- Information is shared with People and Culture for staff records e.g., editing of staff fellowship data. In addition, CHERP uses staff database records for annual reporting on fellowship for faculties/LTC/ Council and Senate. Increasingly this may need us to access EDI information held by P&C. This

reporting is statistical but Heads of Schools and Faculties are provided with staff lists with their fellowship status.

- CHERP receives requests from different categories of staff including Executive Deans/Heads of Schools/ATHENA Swan colleagues/School Officers/ Academic Excellence Executive Assistants asking for confirmation of professional learning undertaken by their staff e.g., HEA status, completion of PgCHEP for probation purposes etc.
- CHERP can provide this information via the reporting tool linked to the University's training database. Reports can be tweaked to suit each request however templates are available i.e. individual report by staff number, particular course completions, particular schools/faculties training records, training between specified dates etc.

(iv)   CHERP's annual 'Celebration of Professional Learning and Recognition Yearbook'

Names of staff participants who have successfully completed their course or other professional learning/recognition processes are published in CHERP's annual 'Celebration of Professional Learning and Recognition Yearbook' which is accessible on CHERP's website, https://www.ulster.ac.uk/cherp.

Photography and video
CHERP occasionally takes photographs and videos of staff at events and in various university settings to capture and showcase professional learning activities. These images and video clips can be shared both internally and externally, across a range of channels and media including the University's website, course materials and other marketing materials.

We aim to inform all staff involved in photography or filming and obtain the appropriate consents, where possible and practical to do so. Where this is not feasible, for example at large gatherings and events, or unless you have explicitly requested otherwise, we will assume that you have given your permission to be involved in image or video capture and for its subsequent use in any print or online promotional materials.

7. <u>Your rights as a Data Subject</u>
As a CHERP data subject you have the right to:

- access and obtain a copy of your data on request.
- require CHERP to change incorrect or incomplete data.
- require CHERP 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 CHERP is relying on its legitimate interests as the legal ground for processing; and
- ask CHERP to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override CHERP's legitimate grounds for processing data.

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If you would like to exercise any of these rights or if you have any queries about this Privacy Notice, please contact CHERP in the first instance at cherp@ulster.ac.uk
You may also contact the University's Data Protection Co-ordinator, Clare Jamison, University Secretary, Room J312, Belfast campus BT15 1ED, email: c.jamison@ulster.ac.uk or email: gdpr@ulster.ac.uk.

If you are not satisfied with how CHERP is processing your personal data, you can make a complaint to the ICO. Further information about your rights under the GDPR legislation are available on the ICO's website at: www.ico.org.uk