

Privacy Notice – AACSB, Ulster University Business School

This Privacy Notice explains how Ulster University (University) collects, uses and processes participants' personal data as a data controller and explains participants' rights in relation to the personal data that the University processes during accreditation for business education.

The University actively seeks to preserve the privacy rights of those individuals that share information with the University. The personal data which you provide to the University will be processed in accordance with UK data protection legislation, specifically UK GDPR and the Data Protection Act 2018.

What is the purpose and legal basis of the processing?

Association to Advance Collegiate Schools of Business (AACSB) accreditation is known, worldwide, as the longest-standing, most recognised form of specialised accreditation that an institution and its business programmes can earn. Only 6% of business schools globally are AACSB accredited. Accreditation is a voluntary, non-governmental process that includes a rigorous external review of a school's mission, faculty qualifications, curricula, and ability to provide and deliver the highest-quality programmes. (See <https://www.aacsb.edu/educators/accreditation> for further details).

To comply with the criteria AACSB require for accreditation, we will be collecting the data for our faculty. The UUBS Accreditation Hub (AH) sits in the Ulster University Business School (UUBS) and consists of a centralised team that streamline business education accreditation processes for AACSB, Principles for Responsible Management Education (PRME) and future accreditations. The Accreditation Hub will enhance UUBS's efficiency, data management, and collaboration, serving as the backbone of our accreditation processes, combining advanced technology, expert support, and data-driven insights.

This data will be processed to facilitate the AACSB accreditation process which is crucial for maintaining and enhancing the quality of our academic programmes and institutional reputation. The processing of data is essential for achieving AACSB accreditation. The data collected and analysed during this process provide critical evidence of our institution's compliance with accreditation standards and the quality of our academic programmes.

The following lawful basis that applies to this processing is:

UK GDPR Article 6.1(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

UK GDPR Article 6.1(f) – processing is necessary for the purposes of the legitimate interests pursued by the controller.

The following lawful basis applies to the processing of Special category data for this purpose:

UK GDPR Article 9(g) – reasons of substantial public interest (with a basis in law).

Data Protection Act 2018, Part 2, Schedule 1(6) – Statutory etc and government purposes

How the University collects your personal data

The University shall collect the personal data from you directly and from existing University data sources. The institution (central teams and UUBS) provides information about the institution, programmes (that are in scope of the accreditation), faculty staff, and students. Faculty staff members will share personal information, qualifications, and research outputs

via CV templates, Microsoft forms and verbal updates. Students will contribute to enrolment data, academic performance, and feedback.

The collected data is processed within the AH using Microsoft office (including Excel, Word and SharePoint) and the business accreditation software system, Accredinator (<https://www.accredinator.com/>). This involves analysing, aggregating, and evaluating the data to generate reports and insights for accreditation purposes. The system assesses compliance with accreditation criteria and standards.

Change of Purpose

The University will only use your personal data for the purposes for which it collected in, unless the University reasonable considers that it needs to use the personal data for another reason and that reason is compatible with the original purpose. If the University needs to use your personal data for an unrelated purpose it shall notify you and explain the legal basis for which allows the University to do so.

How long does the University hold your personal data?

Personal data collected as part of accreditation will be retained until termination of accreditation + 1 years.

The University's Retention and Disposal Schedule includes guidance on retention and disposal periods. A copy of the Schedule is available at https://www.ulster.ac.uk/_data/assets/pdf_file/0009/286461/Records-Retention-and-Disposal-Schedule.pdf

Categories of personal data processed by the University

Personal Data

The University may collect, use, store and transfer the following types of personal data as part of this processing:

- Name
- Date of birth,
- Staff number/payroll number
- Previous education and qualifications
- Previous employment
- Current employment
- Start date / years in service
- Staff profiles
- End of contract
- Workload hours for programmes under study
- Bio
- Industry experience
- International experience
- Languages

Special Category Data

“Special Categories” or particularly sensitive personal information, such as information about your health, racial or ethnic origin, sexual orientation require higher levels of protection. The following categories of special category data will be processed:

- Nationality

Who does the University share your data with

The University shares personal data with third parties where necessary for the purposes of the processing and where there is a legal basis to do so. Where information is shared with such third parties, the University will seek to share the minimum amount necessary.

As part of this processing the University may share your personal data with the following third parties:

- AACSB (<https://www.aacsb.edu/educators/accreditation>)
- H2Software (Accredinator software - <https://www.accredinator.com/about-us>)

International Transfers

The University will transfer your personal data to the following countries outside of the United Kingdom:

- Amsterdam (Europe) (AACSB EMEA Office)

In these circumstances your personal data is being transferred on the basis that the Secretary of State has made an adequacy regulation in respect of said countries. This means that countries are deemed to provide equivalent protection to personal data as provided by the UK data protection regime.

In addition to those countries listed above, the University will also transfer your personal data to the following countries outside the United Kingdom:

- United States of America (AACSB Headquarters)

These countries are deemed not to provide an adequate level of protection for your personal data. However, to ensure that your personal data does receive an adequate level of protection, AACSB will implement approved transfer mechanisms where required.

Your rights as a Data Subject

As a University data subject you have the right to:

- Access and obtain a copy of your personal data on request;
- Require the University to change incorrect or incomplete personal data;
- Require the University to delete or remove your personal data, for example where the data is no longer necessary for the purposes of processing. Note, however that the University may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request;
- Object to the processing of your personal data where the University is relying on its legitimate interests as a legal ground for processing;
- Where the University is relying upon consent to process your personal data, you may withdraw your consent at any time; and ask the University to stop processing personal data for a period if the personal data is inaccurate or there is a dispute about whether or not your interests override the University's legitimate grounds for processing the personal data.

Further information and your right to complain

Further information in respect of the University's practice in respect of data protection and our Data Protection Policy is available at

<https://www.ulster.ac.uk/about/governance/compliance/gdpr>.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request the University transfer a copy of your personal information to another party, please contact the University's Data Protection Officer,

Eoin Coyle at:
c/o Ulster University, Room J308
Coleraine
BT52 1SA
02871 675525
GDPR@ulster.ac.uk

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