**Privacy Notice**

All personal information gathered and held by York St John University is treated with the care and confidentiality required by the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This privacy notice sets out the ways in which York St John collect, use, store and share your data and details the rights you retain in relation to your personal information.

**Who are we?**

For the purposes of processing your personal information in this instance, the data controller is for the purposes of processing your personal information in this instance, the data controller is York St John University, Lord Mayor’s Walk, York, YO31 7EX. The University’s Data Protection Officer is the PVC Governance and Student Life, York St John University, Lord Mayor’s Walk, York, YO31 7EX, tel: 01904 626844 , email: gov.compliance@yorksj.ac.uk.

**What information are we collecting?**

*AACSB accreditation is known, worldwide, as the longest-standing, most recognized form of specialized accreditation that an institution and its business programs can earn. Accreditation is a voluntary, nongovernmental process that includes a rigorous external review of a school's mission, faculty qualifications, curricula, and ability to provide the highest-quality programs. (*[*https://www.aacsb.edu/educators/accreditation*](https://www.aacsb.edu/educators/accreditation)*).*

To comply with the criteria AACSB require for accreditation, we will collecting the following data for our faculties; employee ID, first name, last name, position title, FTE, start date, department, locations, disciplines, aliases, Industry experience, International Experience, languages, gender, date of birth, qualifications, memberships, external positions.

**How do we use your personal information?**

We will use this data to apply for accreditation with AACSB. We will be using ‘Accredinator’ which is a purpose-built piece of software which supports data collection and accreditations.

**What legal basis do we have for processing your personal data?**

The UK GDPR requires us to establish a legal basis for processing the information you provide within the online survey. For the purpose of this privacy notice the processing is covered under Article 6(1)(e) where 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.

**When do we share your personal data?**

We will share this data with Accredinator by importing from Excel and manual input. This will then manage one underlying database, allowing us to compile easy to read tables needed for the accreditation.

**Where do we store and process your personal data?**

All information shared with us, through excel, forms or interviews, will be stored on the University OneDrive, as recommended. The information will be transferred to Accredinator through their online portal and will be stored in spreadsheets and form responses at University level.

**How do we secure your personal data?**

In order to ensure that the safety and security of such data is maintained, we will:

* protect data against accidental loss
* prevent unauthorised access to, use of, destruction of or disclosure of the data
* ensure business continuity and disaster recovery
* restrict access to personal information
* conduct Privacy Impact Assessments in accordance with the law and University policies
* train staff and contractors on data security
* manage third party risks, through use of contracts and security reviews

**How long do we keep your personal data?**

The retention period for this data at university level is 8 years and then reviewed every 5 years. The data will be stored with AACSB and reviewed every 5 years as part of their continuous improvement process.

**What are your rights in relation to your personal data?**

Under the UK GDPR, you have a right to:

* be kept informed as to how we use your data;
* request a copy of the data we hold about you via a Subject Access Request;
* update, amend or rectify the data we hold about you;
* change your communication preferences;
* ask us to remove your data from our records;
* object to or restrict the processing of your information
* raise a concern or complaint about the way in which your information is being used.

**Any questions or concerns?**

If you have any questions or concerns about the way we are collecting and using your personal data we request that you contact us at York St John University, Lord Mayor’s Walk, York, YO31 7EX, email: gov.compliance@yorksj.ac.uk, tel: 01904 624624. You also have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Details can be found at: [www.ico.org.uk](http://www.ico.org.uk).

For questions or concerns regarding this project, please email: l.follos@yorksj.ac.uk