**Privacy Notice – External Examiners Employed by York St John University**

All personal information gathered and held by York St John University relating to external examiners is treated with the care and confidentiality required by the EU General Data Protection Regulation (GDPR) and associated UK Data Protection legislation. For these purposes York St John University is the data “Controller”. The University’s Data Protection Officer is the University Secretary, who can be contacted at University Secretary’s Office, York St John University, Lord Mayor's Walk, York, YO31 7EX, or email us@yorkjs.ac.uk.

Further information can be found in the [University’s Data Protection Policy](https://www.yorksj.ac.uk/media/content-assets/university-secretary-office/documents/data-protection/YSJU-Data-protection-policy.docx).

**Categories of personal data collected:**

The categories of personal data we collect and use in relation to our staff include:

* your name, address and contact details, including email address and telephone number;
* date of birth and gender;
* the terms and conditions of your employment;
* details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the University;
* information about your remuneration;
* details of your bank account and national insurance number;
* information about your nationality and entitlement to work in the UK;

**How we collect and store this information:**

The University may collect this information in a variety of ways. For example, data might be collected through nomination forms or CVs; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of, and/or during, your employment; from correspondence with you; or through meetings or other assessments.

Personal data is held electronically on our records, these include:

* Name, address, date of birth, national insurance number

It is a requirement that where necessary these records, regardless of the media they are held in, are held securely, only accessed by the line manager and treated at all times with the appropriate levels of confidentiality.

**Why we process this information and our lawful basis for processing:**

The personal information we keep is used for processing the employment contract.

The University needs to process personal data before, during and after the end of the employment relationship. Processing personal data relating to staff allows the University to:

* maintain accurate and up-to-date employment records and contact details and records of employee contractual and statutory rights;
* ensure effective administration.

For these purposes our lawful basis for processing is covered by the exercise of our official authority as a University (GDPR Article 6 Lawfulness of Processing Section 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). Where this involves the processing of special category data, such as health, disability and equality monitoring data our additional lawful basis for processing is also covered by the exercise of our official duty (GDPR Article 9 Processing Special Category Data Section 2 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment).

In a number of cases the University needs to process data in order to comply with its legal obligations. For example it is required to check an employee's entitlement to work in the UK <https://www.gov.uk/check-job-applicant-right-to-work>, to operate PAYE in line with HMRC regulations <https://www.gov.uk/topic/business-tax/paye>. In such cases the processing of personal data is necessary for compliance with a legal obligation (GDPR Article 6 Lawfulness of Processing Section 1 (c) processing is necessary for compliance with a legal obligation to which the controller is subject).

**Who has access to the personal data:**

Personal data may be shared internally where access to the data is necessary for performance of individual’s roles. This includes those working in Human Resources, Registry, Payroll, ILS and designated managers or administrators in the School/ Department to which your external examiner contract is related.

In order to carry out the processing described above the University use a number of electronic systems to manage individual’s personal data. The systems ensure that the data can more easily maintained ensuring it is accurate and up to date, as well as providing appropriate levels of security. These systems include Bond HR (HR system, including online payslips) and Topaz (payroll system). Where the system is supported by a third-party provider, appropriate agreements and measures will be in place to ensure the security of all individual’s personal data.

The University will not transfer your data to countries outside the European Economic Area.

The University is required to provide personal data about staff to HM Revenue and Customs in order to fulfil its obligations in relation to the processing of PAYE. Further information on the information collected by HMRC, and how they store this can be found on the HMRC website: <https://www.gov.uk/government/organisations/hm-revenue-customs/about/personal-information-charter>.

**Data subject’s rights:**

Under data protection legislation, external examiners have the right to request access to information about them that we hold. To make a request to see the information we hold, please contact Registry: quality@yorksj.ac.uk.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations

Further information can be found in our **Individual Rights Guidance**.

**The right to lodge a complaint with a supervisory authority:**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**Further information**

If you have any queries relating to this privacy notice or the way your data is processed by York St John University’s Registry then please contact quality@yorksj.ac.uk.