

# **YOUR PERSONAL DATA: INFORMATION FOR POTENTIAL, CURRENT AND FORMER MEMBERS OF THE COURT, COURT COMMITTEES AND THE EDINBURGH BUSINESS SCHOOL ADVISORY BOARD**

## **INTRODUCTION**

We could not exercise our responsibilities to support the work of the University Court and its Committees, the Edinburgh Business School Advisory Board (EBSAB), and the members of those bodies without collecting, holding and using your personal data as a member. This guide explains what we do with your personal information and why. It applies to persons who apply for positions in the membership of the University Court and its Committees, and the EBSAB, those who are currently members, and those who are former members of those bodies.

If you use University services, we will give you further information at that time.

## **WHO IS THE DATA CONTROLLER?**

Heriot-Watt University is the Data Controller for personal data we hold about you. Where we use the term University, this includes all members of the Heriot-Watt University Gr-6( )7(C)-TETQ(t)7(t)







## FOR ARCHIVING AND RESEARCH

What is our legal basis?

- ◁ Where this is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

While always protecting your rights to privacy we will:

- ◁ Keep a permanent archival record of your time serving on the Court or one of its Committees or the EBSAB
- ◁ Retain copies of promotional material and other records of University community life that may include images and other information about you;
- ◁ Produce management and statistical information to monitor and improve our performance and inform future planning, for example, to monitor and improve equality and diversity across our committee memberships.

## WHO YOUR INFORMATION MAY BE SHARED WITH AND WHY

We may publish or share your personal data only where we have your consent or where one of the following conditions are met.

A request made to you to share your personal data will normally relate only to your contact details, with the intention of sharing this information for the following purposes, which are given as examples:

- ◁ to enable other members of the University Court or Court Committee or EBSAB to communicate with you, member to member;
- ◁ to enable another department in the University which does not have an agreement with you to hold your data to communicate a request to you. This might include, for example, an invitation to sit on a senior staff recruitment panel, or an invitation to join a panel reviewing company tender bids;
- ◁ to enable you to receive regular information and news about the University and its activities;
- ◁ to enable you to receive invitations to University events or external events which require University representation;
- ◁ so that others in the University may communicate with you in relation to a project you might be advising on or engaged with.

**We may appoint people and organisations to work for us** and contract with them to act as data processors on our behalf under a duty of confidentiality to ensure the security of your data for any of the above purposes. Examples include

- IT Services
- Travel and accommodation services, where relevant

## TO MEET OUR LEGAL OBLIGATIONS TO YOU AND TO OTHER ORGANISATIONS, WE WILL

- ◁ Help the emergency services (fire, police, ambulance) or a health professional to protect ;
- ◁ Submit statistical returns to the government or its agencies, including the [Scottish Funding Council](#), and other official bodies, such as the [Higher Education Statistics Agency](#) (HESA). This may include sensitive data for equality monitoring purposes. You can find a copy of the HESA Data collection notice [here](#);
- ◁ Provide limited information necessary to an organisation with a statutory function, such as the police, Home Office or other Government Agency where this is necessary for law enforcement.

## INTERNATIONAL DATA TRANSFERS

As a global organisation, we need to process your personal information in a country other than the UK, where this is necessary to fulfil our duties under the Charter and Statutes.

For instance, we contract with IT services, which host University data on servers outside the UK. When doing so we:

- ◁ Make sure that appropriate safeguards are in place to protect your information and your rights under privacy law;
- ◁ Apply the same high standards of privacy and security wherever we process your data

## ANY AUTOMATED DECISION MAKING

We do not take any decisions about you based solely on automated processing or profiling.

## HOW LONG WE KEEP YOUR PERSONAL DATA

We will keep the personal information that you provide to us for a period of six years beyond the end of your period of membership of the Court or a Court Committee or the EBSAB after which time it will be destroyed in accordance with th

We may wish to use your contact details to contact you in this period beyond the end of your membership, e.g. to seek advice based on your expertise, to invite your participation or involvement in a University event or project. You can ask us to stop contacting you at any time after the end of your membership.

As minutes of Court, Court Committees and the EBSAB are kept permanently for archival purposes records with value as part of the University memory, there will be a permanent record of the fact that you were a member of the University Court, Court Committee or the EBSAB. More information about how long we keep your personal data and why is [here](#).

