

## External Examiners

### Your personal information

The University of Lincoln collects personal information about you when you are nominated as an External Examiner. We use this information to manage the administration of your nomination, appointment, visits, expenses, fees and reports. This notice explains more about how we use your personal information.

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#### **What information we collect about you**

We collect information about you when you are nominated as an External Examiner. The legal basis for our processing of your information is to maintain our contract with you. We update this information when you provide us your appointment agreement, fee claim forms, expenses claim forms and when you notify us of any changes to your circumstances.

Keep your details up to date by completing a Change of Circumstances Form, which is available on the External Examiner Resources page of the Office of Quality, Standards and Partnerships website.

#### **How we use your information**

We collect information about you to manage your nomination and tenure as an External Examiner in order for you to submit reports for modules and programmes delivered by the University. We use your information to record your claims for expenses and fees, and ensure their payment, and to comply with our obligation to carry out and record evidence of Right To Work checks. We also use your information to provide you with access to our computer systems and websites, and book accommodation and travel for your visits.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

#### **Information we may share with other organisations**

We may share your information with our travel partner, Ian Allen Travel, in order to book accommodation and/or travel. We are legally obliged to share this information by our contract with Ian Allen Travel. We will only use your name (and email address for rail travel) where this is required to identify you as the traveller/passenger. If you object or withdraw

your consent for this sharing we will be unable to book travel and/or accommodation for your visits.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

### Information processed abroad

We will not send any of your information abroad.

### How long we keep your information

We will keep your information until five years after the end of your tenure to ensure that you are not reappointed within this five year period. If your nomination is unsuccessful, we will retain your information for one year following the External Examiners Committee that considered your nomination.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

### Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

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|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Access</b>      | <p>You have the right to request a copy of any personal information we hold about you.</p> <p>If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.</p>                                                                    |
| <b>Portability</b> | <p>If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.</p> <p>To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.</p>                          |
| <b>Correction</b>  | <p>If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.</p>                                                                                                                                         |
| <b>Erasure</b>     | <p>This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.</p> |
| <b>Restriction</b> | <p>You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in</p>                                  |

relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to object or withdraw consent**

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact Chloe Bowman and explain your objection ([cbowman@lincoln.ac.uk](mailto:cbowman@lincoln.ac.uk)).

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time.

### **How to contact us**

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to complain**

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.