

Your employment as an external adviser with the University of Plymouth

General Data Protection Regulation

As you will be aware, the General Data Protection Regulation (GDPR) came into force on 25 May 2018, replacing the previous Data Protection Act. The purpose of this statement is to make you aware of the personal information we collect from you and how we use this information.

We collect the following personal information from you:

- Name and contact information (eg work (or home, if you prefer) address, email address, phone number)
- Qualifications and experience to enable us to determine your suitability to act as an external adviser
- Passport/visa information to enable us to undertake the required UKBA checks
- Bank and NI details to enable us to process fee/expenses claims

This information is stored securely and used for the following purposes in relation to your employment as an external adviser with the University of Plymouth:

- To manage the process of your nomination and appointment as an external adviser
- To provide you with the necessary information to enable you to fulfil your responsibilities as an external adviser
- To ensure the timely payment of your fee and expenses claims
- To ensure the University maintains a complete institutional record of nominations and appointments

This information is held for the period of two years with the University of Plymouth.

Sharing your information

The University's standard practice is to enable nominated individuals in our HR and Finance departments to access passport/visa information to ensure that right to work checks have been completed and for payments of fees and expense claims to be made.

You should note that, if the University receives a request for a report of the event with which you have been involved under the Freedom of Information Act, then the report will normally be released, subject to omitting any reference to named individuals and deleting the names of panel members.