

Your employment as an external examiner 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 examiner
- Passport/visa information to enable us to undertake the required UKBA checks
- Bank and NI details (held only by the University's Finance Department)

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

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

This information is held for the period of your appointment with the University of Plymouth and thereafter is retained in accordance with our Retention Schedule after you cease to be an external examiner.

Sharing your information

The University's standard practice is to advise relevant Faculty/Partner College staff of contact details and also to provide such details for any other Subject or Award External Examiner associated with the programme, unless you specifically ask us not to do so. We also enable nominated individuals in our HR department to access passport/visa information to ensure that right to work checks have been completed.

You should note that, if the University receives a request for a report under the Freedom of Information Act, then the report will normally be released, subject to omitting any reference to named individuals and deleting the name and contact details of the examiner concerned.

Your report is shared with student representatives through appropriate student/staff committee structures to strengthen student involvement in quality assurance and enhancement. **It is important, therefore, that individual students or members of staff are not identified in External Examiners' reports.**