

**UNIVERSITY OF CUMBRIA**  
**PRIVACY NOTICE FOR EXTERNAL TEAM MEMBERS AND EXTERNAL PANEL**  
**MEMBERS INVOLVED IN VALIDATION AND PERIODIC REVIEW**

## **Introduction**

The University of Cumbria collects and uses personal information in accordance with applicable Data Protection and Privacy laws, including the Data Protection Act (1998) and the General Data Protection Regulation (enforceable from 25<sup>th</sup> May 2018). Please read this Privacy Statement carefully and contact us if you have any queries.

This privacy notice explains how we handle the personal information of External Team Members and External Panel Members involved in Validation and Periodic Review on behalf of the University of Cumbria.

## **What personal information do we collect?**

We will collect and process the following information about you –

1. *Name*
2. *Gender*
3. *Date of birth*
4. *National insurance number*
5. *Telephone number*
6. *Email address*
7. *Home address / workplace address*
8. *Current place of work / position held*
9. *Passport and/or Visa*
10. *Driving licence*
11. *Details of car insurance / MOT*
12. *Vehicle details (including make, model, colour and registration number)*
13. *Bank details (including bank name, account number and sort code)*

## **How will we use your information?**

We will use your information for the purposes listed below. We have also provided details of the legal basis on which we will use your information:

<b>Use of your information by us</b>	<b>Legal basis for doing so</b>
To enable <b>AQD</b> to process External Team Member and External Panel Member appointment and to share relevant communications and documents with you	To fulfil contractual arrangements of the role
To enable <b>AQD</b> to check that all new External Team Members and External Panel Members have the Right to Work in the UK	To comply with the Asylum & Immigration Act (2006)
To enable <b>AQD</b> to make travel and accommodation bookings for External Team Members and External Panel Members	To fulfil contractual arrangements of the role (where required to attend in person)
To enable <b>HR</b> to create an employee record for External Team Members and External	To enable payment of the contracted fee amount

Panel Members via the 'Engage' system	
To enable <b>Payroll</b> to access bank details to process fee and expenses claims for External Team Members and External Panel Members	To enable payment of the contracted fee amount and any expenses incurred
To enable <b>Facilities Management</b> to ensure that External Team Members and External Panel Members claiming mileage expenses are appropriately qualified to drive the UK and that vehicles are insured for business use and have a valid MOT certificate	To enable payment of mileage expenses incurred
To enable <b>Facilities Management</b> to arrange parking on campus for External Team Members and External Panel Members through Excel Parking Services	To fulfil contractual arrangements of the role (where required to attend in person)

### **Storing your information**

All information you provide to us is stored within the European Economic Area (EEA) on our secure servers. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your information will be retained for the duration of your appointment plus six additional years. This period is in accordance with the retention periods for all University employee information held for HR and Payroll purposes. Following this period your information will be securely destroyed.

### **Disclosure of your information**

The university discloses your information as outlined below -

1. Excel Parking Services (*vehicle details only*)

### **Your Rights**

Where we rely on your consent to process your information you have the right to withdraw your consent at any time. You can do this by contacting [aqd@cumbria.ac.uk](mailto:aqd@cumbria.ac.uk)

Under the Data Protection Act 1998 and the General Data Protection Regulation you have a right to a copy of the current personal information held on you by the University. To request a copy of your data, please use the request form available on the university website at <http://www.cumbria.ac.uk/dataprotection>

For further information or advice about your rights under the Data Protection Act, including details of how to contact the University's Data Protection Officer, please see our webpages at <http://www.cumbria.ac.uk/dataprotection>.

You can also visit the Information Commissioner's website for further information and advice on your rights under both the Data Protection Act and the General Data Protection Regulation. You also have the right to complain to the Information Commissioner if you are unhappy with the way your information is being handled. Please see [www.ico.org.uk](http://www.ico.org.uk) for further details.