

Data Protection Statement

Applicable to all types of External Experts including External Examiners, External Academic Advisers, External Practice Led Advisers, Validation External Panel Members, Special Validation External Panel Members, Programme Enhancement Review External Panel Members, and Student Panel Members.

Please note that UWE Bristol will always comply with its legal obligations when processing your personal data. In particular, your personal data will only be processed in a way which is consistent with the requirements of the General Data Protection Regulation (GDPR) as enacted and amended in UK law and Data Protection Act 2018. Your personal data will only be processed in a way which is compatible with UWE Bristol's policies, procedures and collective agreements. For further details please see the [UWE Staff Data Privacy Notice](#).

Your personal data will be processed as follows:

- a) The University collects your home and work address and contact details (including telephone number and email address) and details of PSRB memberships on your nomination form and this will be stored on the secure External Expertise Service and secure HR / Payroll system. The information will be retained on these systems for the duration of your tenure plus six years, unless the External Expert has advised the University to delete this earlier. The details will be shared with selected UWE Bristol colleagues for the purposes of external examiner administration. Your preferred email address will be shared with other External Examiners within your team, but only if you have specifically agreed to this within the External Expertise Service ('My details' tab).
- b) Your Right to Work documentation (such as passport) will be scanned or photocopied by a member of the Quality Enhancement Team in Student and Academic Services as part of your Right to Work check. Whilst in possession of your documentation a validation check will take place either in person or via video link. The copy of your Right to Work documentation will be stored on the secure HR / payroll system for the duration of your tenure plus six years.
- c) If you have submitted your CV during the course of your nomination, this will be held electronically by Student and Academic Services for the duration of your tenure plus six years, unless the External Expert has advised the University to delete this earlier. It may be necessary to share your CV during the course of your tenure with an appropriate PSRB for programme validation or accreditation purposes.

- d) Your completed annual report will be retained and made available to colleagues with a current UWE staff ID, which also includes UWE Collaborative Provision Partners and UWE External Examiners. Reports are shared with students and are subject to Freedom of Information Requests. Reports may be made public in the future.
- e) The information you provide when completing the External Examiner Registration Form will be held on the secure HR / payroll system and will be retained for the duration of your tenure plus six years. Any information relating to pensions will be held on the HR / Payroll system for longer.