

Data Protection Statement

Applicable to all types of External Experts appointed by the University.

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:

1. 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. Your preferred correspondence details, selected at the time of appointment, will be available to view by all colleagues with a UWE User ID and access to UWE systems. The information will be retained on UWE systems for the duration of your tenure plus seven years, unless the External Expert has advised the University to delete this earlier.
2. Your Right to Work documentation will be processed by UWE Bristol as part of your Right to Work check. This verification may be collected in one of the following ways:
 - a. Physically scanned at Info point by External Expert attending UWE Bristol
 - b. Original documentation sent by Expert via post will be scanned by UWE Bristol, followed by a verification check via video link
 - c. Passport uploaded via the First Advantage Know Your People (online digital RTW check), followed by a verification check via video link
 - d. If applicable (non-UK or Irish citizens only) Produce a share code via the Government website, followed by a verification check via video link.
3. Your Right to Work documentation will be stored on the secure HR / payroll system for the duration of your tenure plus seven years. If your verification was completed via KYP, the third-party organisation will store this for 24 months.
4. 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 seven 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. Your completed annual report will be retained and shared with colleagues with a UWE User ID and access to UWE systems and may be made public in the future.
5. 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 seven years. Any information relating to pensions will be held on the HR / Payroll system for longer.