



Privacy Notice

‘University Teaching: Core Skills’ programme (Staff Development)

Introduction

Please read the privacy information below – Part 1 comprises Durham University’s Generic Privacy Notice and Part 2 comprises privacy information specific to the processing of the personal data of participants in Staff Development opportunities (University Teaching: Core Skills).

Part 1 - General Privacy Notice

Durham University’s responsibilities under data protection legislation include the duty to ensure that we provide individuals with information about how we process personal data. We do this in a number of ways, one of which is the publication of privacy notices. This privacy notice provides a general description of the broad range of processing activity in addition there are tailored privacy notices covering some specific processing activity.

Data Controller

The Data Controller is Durham University. If you would like more information about how the University uses your personal data, please see the [University’s Information Governance](#) pages or contact E-mail: info.access@durham.ac.uk

Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact:

Kristina Holt, Head of Information Governance and University Data Protection Officer

E-mail: info.access@durham.ac.uk

Retention

The University keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the University Records Retention Schedule.

What we use your data for

You have the right to be provided with information about how and why we process your personal data. We will only process data where we have a lawful reason to do so.

Where you have the choice to determine how your personal data will be used, we will ask you for consent. Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at anytime

In addition, we may provide you with a privacy notice in relation to specific uses of your data where this is appropriate. A privacy notice is a verbal or written statement that explains how we use personal data.

How we collect your data

Most of the personal information we process is provided to us directly by you. Often this will be actively provided by you for example by you filing in a form. In other situations your data may be gathered with less active participation by you, for example we may record a Teams video call for business purposes, or capture device ID for technical reasons when connecting with the University network. You will be provided with notification of this.

Accessing your personal data

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access.

You can find out more about this right on the University's [Subject Access Requests webpage](#). Right to rectification If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data. Once we have determined what we are going to do, we will contact you to let you know.

Right to erasure

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites). Once we have determined whether we will erase the personal data, we will contact you to let you know.

Right to restriction of processing

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and

- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: +44 (0)303 123 1113

Website: [Information Commissioner's Office](#)

PART 2 – PRIVACY NOTICE FOR PARTICIPANTS IN: University

Teaching: Core Skills programme

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

Type(s) of personal data collected and held by the University and method of collection

This Privacy Notice will only be relevant to you if you are a participant in the 'University Teaching: Core Skills' programme provided by the University.

This section of the Privacy Notice provides you with the privacy information that you should be aware of before you provide personal data to the University as part of your registration the

'University Teaching: Core Skills' programme at the University.

The University collects a range of information about participants on the 'University Teaching: Core Skills' programme. This will normally include:

- Personal details such as your name and email address.
- Information about the involvement in Common Awards.
- Information about your TEI (Theological Education Institution) staff status.
- We will collate equality information for statistical purposes.

Lawful Basis

The University has a legitimate interest in processing personal data related to your participation in the 'University Teaching: Core Skills' programme offered by the University. Processing data from participants allows the University to ensure compliance with legal obligations.

How personal data is stored

Data will be stored in a range of different places, including in a Microsoft Form and other IT systems including email and document management systems.

Data may be stored in Learn Ultra where the programme will be hosted. The Learn Ultra Privacy Notice can be found at the following link:

[Anthology Privacy Statement | Anthology](#)

How personal data is processed

Some of the reasons for processing your data overlap and there may be several grounds which justify our use of your personal data.

Special categories of sensitive personal information require higher levels of protection. We may process such data in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out any legal obligations.
3. Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this information where it is needed in relation to legal claims, or where it is needed to protect your interests (and you are not capable of giving your consent) or where you have already made the information public.

The University will not use your data for any purpose other than in respect of being a participant in the 'University Teaching: Core Skills' programme offered by the University.

Who the University shares personal data with

With your consent, your name will be included on a list of participants who also participate in the 'University Teaching: Core Skills' programme.

Successful completion of the Account of Professional Practice confers Associate Fellowship of the HEA and the post-nominal letters AFHEA. Personal data will be shared with Advance HE on order for the confirmation of the award of Associate Fellowship of the HEA and the post-nominal letters AFHEA. The privacy notice for Advance HE can be found at the following link: <https://www.advance-he.ac.uk/privacy>

How long personal data is held by the University

The University will only retain your data for as long as necessary to fulfil the purposes we collected it for which includes satisfying any legal, accounting or reporting requirements.

All personal data related to your participation in the 'University Teaching: Core Skills' programme will be held for 1 year from the end of the programme. Thereafter the data will be deleted/destroyed.

In some cases, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Visitors to our websites/webpages

When someone visits <http://www.dur.ac.uk> we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Use of cookies

A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie. Cookies allow websites to remember user preferences, choices and selections, such as what's in your shopping basket. Durham University also make use of the Google Analytics service to understand how you navigate around our site.

Durham University do not use cookies to collect personal information about you.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy notice

We regularly review our privacy information to ensure that it remains accurate and current. We will review and update this privacy information whenever we plan to use personal data for any new purpose. Any changes to this privacy information will be communicated to you.

Further information

If you have any questions which you feel have not been covered by this Privacy Notice, please email us or contact:

Information Governance Unit

E-mail: info.access@durham.ac.uk