

## PRIVACY NOTICE

Personal information which you supply to us will be held by Swansea Academy of Learning and Teaching (SALT), a department of Swansea University for the purposes of processing applications for HEA Fellowship<sup>1</sup> on behalf of the HEA as well as for supporting you in your application development. Where, Swansea University is processing personal information on behalf of the HEA, it will be the data processor. Where Swansea University is processing personal information for its own purposes to administer and support you in your application, it is the Data Controller. Swansea University has a Data Protection Officer who can be contacted through [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk).

**Why we collect your data:** We collect your name and email address to enable SALT to inform the Higher Education Academy of successful applications to generate registration details and to produce a certificate. The processing of personal information for these purposes is because processing is necessary for the performance of a contract between the University and HEA.

We may also use the data you provide to us to communicate to you about support opportunities, update your teaching qualifications on the University's HR system and convey information to staff providing mentoring support. Processing is necessary for the purposes of the legitimate interests pursued by the data controller where it is in the interests of the University to ensure accurate record keeping and communication.

Your personal data may also be used for assessment purposes, to inform discussion with your line manager or College Director of Learning and Teaching regarding your professional development and to confirm decisions regarding promotion applications. Your name and Fellowship status or progress towards seeking Fellowship recognition may also be shared with key staff in your College/subject area involved in supporting teaching quality enhancement, for example the SALT Lead/Director of Learning and Teaching/Head of College or designate.

We may also ask you to share your details with other members of staff seeking supporting statements with respect to their own HEA Fellowship applications and with staff seeking to be peer observed to enhance their teaching quality. This type of processing will only take place if you have provided your consent.

To withdraw or change your consent at any time contact the SAR Programme Manager, Swansea Academy of Learning and Teaching, Swansea University, Singleton Park, Swansea SA2 8PP or via [salt@swansea.ac.uk](mailto:salt@swansea.ac.uk) – please give full details of your request.

**Who receives your data:** When you have registered for sessions for HEA Fellowship<sup>2</sup> we will only share your data with key staff involved in the mentoring and assessment process, those involved in the promotion and PDR process or those involved in supporting teaching quality enhancement in your College/subject area. We will also share your information with HEA for them to record your recognition and finalise the processing of your application.

**How we safeguard your data:** Your name, Staff ID (where applicable) and contact details are stored on SALT's database which is password protected and accessed only by SALT staff. Your contact details will be removed from the database once you are no longer a member of staff at the University. There may be personal details with your application submission. These are stored for 3 years following an outcome on your application in line with ISS retention schedules and per security measures used for the software by which you made an application.

**What we do with your data:** To enable us to provide adequate support to you in your application development, Recognition Team staff in SALT may record information regarding your progress. This information will be stored in brief note form on SALT's database. This information may be shared with those involved in promotion or probation recommendations within your College, those involved in supporting teaching quality enhancement within your College/subject area or in the University's HR department.

### Consequences of not providing the data when based on contractual requirement

<sup>1</sup> The term Fellowship means all categories of Fellowship supported through the Swansea Application Route

<sup>2</sup> By Fellowship we refer to all categories of Fellowship supported through the Swansea Application Route: Associate/Fellow/Senior Fellow

Failure to provide your name and email address for the purposes specified will mean that HEA will not be able to generate registration details and produce a certificate if your Fellowship application is successful.

**How you can request access to your data:**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. If you have any concerns about the use of data for these purposes or would like a copy of the data we hold about you, requests or objections should be made in writing to the University Data Protection Officer:-

University Data Protection Officer

Vice-Chancellor's Office

Swansea University

Swansea, SA2 8PP

Email: [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

**How to make a complaint**

If you are unhappy with the way in which your personal information has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire, SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)