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**Honorary and Clinical Honorary Appointees**

**The Privacy Notice for** **Honorary and Clinical Honorary appointments should be read in conjunction with the overall**[**Privacy Notice**](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/)**.**

The University requires to process and retain certain personal data relating to you, by virtue of your engagement with the University as an Honorary or Clinical Honorary appointee. All of your personal data will be treated strictly in accordance with the terms of the UK GDPR. This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure.

**Source of Data**

The personal data the University holds about you is obtained from a number of sources including the following:

* Information you or a third party have provided during your appointment process.
* Information you provide us with during the period of your appointment.
* Information built up about you during the period of your honorary appointment.
* Records obtained during your interaction with the University and its facilities e.g. car parking records, CCTV footage, Sport Centre membership.
* Publicly accessible sources such as social media.

**Purpose and legal basis for Processing your personal data**

The University requires to process the personal data it collects about you for the purposes of the honorary appointment process, to allow us to undertake all the administrative and ancillary tasks associated with that process and your honorary appointment, and to enable appropriate records to be retained about your honorary appointment once the period of appointment has ended.

Sometimes we need to process your personal data to comply with a legal obligation on us. An example of this is in relation to monitoring compliance with equality legislation under the Equality Act 2010.

We may process special categories of data such as information about ethnic origin, sexual orientation or religion or belief to monitor appointment statistics. We may also collect information about whether or not honorary appointees are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out the University’s obligations as an employer.

**Sharing your personal data**

Your personal information will be shared internally for the purposes of the honorary appointment process and the ongoing administration of your appointment. This includes members of staff in the: Academic Registry team; HR and OD team; relevant Faculty team; relevant faculty administration team; and members of [Academic Council](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/governance-and-committees/academic-council/), who endorse all Honorary and Clinical Honorary nominations.

**Security**

All University users of personal data must ensure that all personal data they hold is kept securely. They must ensure that it is not disclosed to any unauthorised third party in any form either accidentally or otherwise. Data Security is undertaken in line with the University’s Information Security Policy and Data Classification and Handling Policy.

**Retention**

As a minimum, the University will retain your personal data for as long as you are an Honorary or Clinical Honorary appointee of the University provided it is necessary for its purposes as described. Following the end of your appointment at the University, we shall securely remove from our systems any personal data that we no longer require for the purposes set out above. Please note however that even after the end of your appointment, the University requires to retain a permanent record of your appointment and may still need to retain your personal data to satisfy its obligations to keep certain records for particular periods under applicable law as per the University's retention schedule.

**Your rights**

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required.

In some circumstance you may have the right to object to the processing of your personal data, to request it is erased where it is no longer required for the stated purposes, or that inaccurate information about you is corrected. For more information about your rights see the [Data Protection Policy](http://www.stir.ac.uk/GDPR).

To exercise these rights please use the contact details below.

**Contact details**

If you have any questions relating to this form or the way we are planning to use your information please contact:

Academic Quality and Governance Team

University of Stirling, Stirling, FK9 4LA

[Quality@stir.ac.uk](mailto:Quality@stir.ac.uk)

You have the right to lodge a complaint against the University regarding data protection issues with the [Information Commissioner’s Office](https://ico.org.uk/concerns/).

The University’s Data Protection officer, is Joanna Morrow, Deputy Secretary. If you have any questions relating to data protection these can be addressed to: [data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk) in the first instance.