



- your CV and current contractual agreements relating to salary
- communications sent or received via the College's communication systems;

any other information relevant to your collaboration with College or provision of services as part proposed research activities.

**The basis for processing your personal data, how that data is used and whom it is shared with**

**(ii) Legitimate Interests**

We process your personal data because it is necessary for our or a third party's legitimate interests. Our "legitimate interests" include our interests in running the College in a professional, sustainable manner, in accordance with all relevant legal and regulatory requirements. In this respect, we use your personal data for the following:

to enable relevant authorities to monitor the College's performance and to intervene or assist with incidents as appropriate;

to carry out or cooperate with any College or external complaints, disciplinary or investigatory process;

for the purposes of management planning and forecasting, research and statistical analysis and benchmarking;

promoting the College and its goods, services, events and resources, unless it is appropriate to gain your specific consent;

**Legal Obligations and the College's public task**

As a provider of higher education, the College is in certain respects a public authority. Your personal data will also be processed by the College for compliance with the College's legal obligations or as part of its public interest task. For example:

As part of the design and implementation of research activities including application for funding, subsequent research activities if funding is approved and following completion the storage/retention of research data

for the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

**Sharing your information with others**

For the purposes referred to in this privacy notice and relying on the basis for processing as set out above, we will share your personal data with certain third parties including:

research partner, collaborators or co-applicants and the funding provider involved with the funding application

other individuals similarly engaged in research activities within the College, College employees, agents, contractors and service providers (e.g. third parties processing data on our behalf);

our advisers where it is necessary for us to obtain their advice or assistance;

law enforcement agencies; local authorities; HMRC; the Home Office, British overseas consulates; other international and national governmental and regulatory bodies;

As well as the organisations mentioned above, we may in specific circumstances need to share your personal data with third parties who have made legitimate requests under data protection or freedom of information law. We may also share data when the College is legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction).

The ICO does recommend you seek to resolve any issues with the data controller initially prior to any referral to it. If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact the Data Protection Officer whose details are set out in the section *Data controller and Data Protection Officer details* above.

If following such referral you are still not satisfied with how your personal data is used by the College you can make a complaint to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).

#### **This notice**

The College will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

***Document last updated on July 3<sup>rd</sup>***