

# Privacy Notice for Staff (Higher Education Academy (AdvanceHE) fellowship applications)

## Introduction

From 25 May 2018 the General Data Protection Regulation (GDPR) replaced the Data Protection Act and governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of the GDPR and this Privacy Notice is designed to inform you:

- how and why the University uses your personal data,
- what your rights are under GDPR, and,
- how to contact us so that you can exercise those rights.

This privacy notice relates to candidates who enter into the process of applying for Fellowship of the Higher Education Academy (HEA), part of AdvanceHE. This privacy notice should be read in conjunction with the Sheffield Hallam University [staff privacy notice](#).

## Why are we processing your personal data?

It is necessary for the University to process your personal data in order to:

- Accept bookings for attendance at support workshops and writing retreats
- Accept and process your application for HEA Fellowship in order for it to be considered for an award through a reviewer process
- Inform the HEA (AdvanceHE) of successful Fellowship awards, so that you may receive your certificate
- Respond to any questions you may have relating to HEA Fellowship, and forward your query to another university or AdvanceHE (e.g. applicants wishing to find out if they were eligible for fellowship under a previous scheme or qualification)
- Check and update HR records relating to your award (HESA Staff Return - Teaching Qualifications)

This data is processed with your consent. You have the right to withdraw your consent at any time.

AdvanceHE require us to maintain an archive of written applications, outcomes and feedback to applicants for a period of three years. After the three year archive period, we will dispose of this data in line with university retention policies.

## Which personal data do we collect and use?

In order to provide our services we need to collect and use your personal data.

Below is a list of what this may include:

\* Denotes information which may contain data classified as sensitive personal data/special categories of personal data under the GDPR and as such is subject to a greater level of control and protection.

### a) Your contact information and personal details

- Name and title
- Job title
- Staff ID number
- Email address
- Directorate/Faculty
- Work telephone number
- Disability\* (only if disclosed by you during the process of an application)
- Teaching Experience (including employer, position, dates of employment)
- Teaching Qualifications (including date awarded, awarding institution)

### b) Your referee's contact information and personal details

- Name
- Job title
- Department/Faculty/Institution
- Email address
- Telephone number
- HEA Fellowship status

We also collect information about your activity and engagement with our services, such as support workshops, writing retreats and 1:1 sessions.

## Who do we share your data with?

You should be aware that we may need to share your personal data within the organisation or outside Sheffield Hallam University. The privacy of your personal data is paramount and will not be disclosed unless there is a justified purpose for doing so. **The University NEVER sells personal data to third parties.**

Your data may be shared with:

- **Other university staff** (e.g. reviewers who are considering your application or staff who may need your information in order to answer a specific query)
- **External moderators** (we will ensure that appropriate contracts and/or data sharing agreements are in place and that the contractors and suppliers process personal data in accordance with the GDPR and other applicable legislation)
- **HEA (AdvanceHE)** (for the purposes of you receiving your Fellowship award - please see the [AdvanceHE privacy policy](#) for further information)

## Contact Us

- If you would like to request copies of your personal data held by the University (**a subject access request**)
- If you would like to exercise **your other rights** (e.g. to have inaccurate data rectified, to restrict or object to processing) please contact our Data Protection Officer.

You should also contact the Data Protection Officer if:

- you have a **query** about how your data is used by the University
- you would like to report a **data security breach** (e.g. if you think your personal data has been lost or disclosed inappropriately)
- you would like to **complain** about how the University has used your personal data

Data Protection Officer  
Governance Services  
City Campus  
Howard Street  
Sheffield  
S1 1WB

[DPO@shu.ac.uk](mailto:DPO@shu.ac.uk)

Telephone: 0114 225 5555