

RESEARCH SUPERVISION RECOGNITION PROGRAMME

Data Management Plan

Data Protection Officer Details

The designated Data Protection Officer for the UKCGE Research Supervision Recognition Programme is **Mr Ian Covey**.

Email: ian.covey@ukcge.ac.uk

Tel: 01543 308643

Types of Data Collected, Usage & Storage

We will collect the following personal information about participants of the UKCGE Research Supervision Recognition Programme:

- Your first and last name.
- Your employer.
- Your email address.
- Your job title.
- The faculty/school/department in which you work.

Additionally, we will store:

- Your submitted Application Form.
- The outcome of your application for recognition.
- Communications between you and the UKCGE relevant to your application for recognition.

How we will use your data

As part of your application for recognition we will:

- Contact you by email with details of the recognition programme and associated events.
- Use your data for analysis of the programme - including analysis of the criteria and recognition process.
- Share your data with named members at your institution.
- Share your submitted Application Form with a UKCGE appointed application review panel.

Consent

Consent to collect and store the data items listed above is requested on the Application Form.

Once obtained, the Application Forms indicating consent will be stored on a secure Staffordshire University network drive.

Data Storage

This data will be stored in the following formats:

- **Microsoft Word or PDF**– an electronic copy of your submitted Application Form.
- **Microsoft Excel** – a password protected spreadsheet storing participants personal data for management and reporting purposes.
- **Email communication data.**

The data will be stored in the following locations:

- On secure Staffordshire University email and network servers with appropriate technical and organisational measures to protect the data.

Please Note: The UKCGE uses Staffordshire University’s IT infrastructure. Staffordshire University has achieved Cyber Essentials Plus.

The UKCGE will send your Application Form to your review panel members. This will entail some short-term storage of your data on their devices. There will be processes in place to ensure no long-term storage of your data by the review panel. All electronic copies of your Application Form will be deleted within 30 days of:

- Successful application for recognition or
- After the final date for appeal if your application is declined.
- After your appeal has concluded.

Access and Sharing

Sharing your data

Your data and personal information will only be shared with a small number of individuals directly connected to the UKCGE or employed by your institution.

Your information may be shared with the following:

- **The named contact at your institution –**
This is the individual the UKCGE liaise with to administrate the programme at your institution. We will only share the outcome of your application for recognition with this individual if you indicate that you are happy for us to do so.
- **The application review panel –**
The review panel consists of two reviewers responsible for reviewing your application. We will share your Application Form with them.
- **An arbiter –**
An arbiter will only be use if the review panel can not agree on the outcome of your application. We will share your Application Form with them.

How we will share your data

All data will be shared via email.

Pseudonymisation and Anonymisation

Unless you indicate otherwise during the submission process:

- Your Application Form **will not** be pseudonymised, nor the content anonymised, when sent to the review panel.
- We **will** remove your personal details included in the “Your Details” section on your submitted Application Form before sending for review.

As your application will not be pseudonymised, nor will details be anonymised, we encourage you to consider carefully the information you include in your application. We recommend that:

- Under no circumstances should you explicitly name colleagues or students in your application.
- Nothing should be included in your application that might compromise your position, or the positions of current or former students or colleagues in your current or previous institutions.

Requesting Access to Your Data

You are entitled to submit a Subject Access Request to do the following:

- Ask what information the UKCGE holds about you and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the UKCGE is meeting its data protection obligations.

Contact the Data Protection Officer if you would like to carry out any of the above.

The Data Protection Officer will aim to provide the relevant data within 14 days. The Data Protection Officer will always verify the identity of anyone making a subject access request before handing over any information.

Withdrawing Consent/Rectifying Data/Requesting Your Data be Deleted

Under GDPR rules, you are also entitled to:

- Withdraw consent
- The right of rectification
- The right to erasure (to be forgotten)
- The right to restrict processing
- The right to data portability
- The right to object.

Contact the Data Protection Officer if you would like to carry out any of the above.

The Data Protection Officer will aim to act on the request within 14 days. The Data Protection Officer will always verify the identity of anyone making a subject access request before handing over any information.