

Honorary Awards Privacy Notice

The personal data provided on the Honorary Awards Nomination form will be used for the purpose of processing any suggestion of someone suitable to receive an Honorary Award from the University. This includes establishing the eligibility of the nominator (person making the nomination) to submit a nomination, and any communication that may be needed in relation to the nomination made.

When a nomination is submitted the reason for providing information about the nominee should be carefully considered. Any data provided should be in the public domain and not breach the privacy of the person being nominated (the nominee).

The information provided will also be used to verify the eligibility of the nominee to be a recipient of an Honorary Award from the University in accordance with the University Honorary Awards Policy and University Due Diligence Framework.

Under what legal basis does the processing of my personal data take place?

The UK's General Data Protection Regulation (GDPR) and Data Protection Act 2018 provide for a number of different legal bases under which processing of personal data may take place. In this case, the following bases apply:

Necessary for the performance of a task carried out in the exercise of the University's official authority:

The University's Charter, as approved by the Privy Council in July 2015, makes provision for the University's official authority and documents its public task. This includes: *the Awarding of Degrees and other academic awards (including honorary degrees and other honorary awards) and to withdraw, for good cause, such degrees or awards.*

What categories of personal data are used?

The data we will collect from anyone making a nomination is their name, email address and status (i.e. staff, student, member of Council). No special category (sensitive) personal data is required.

The data that will be held for someone nominated for an Honorary Award is their name, email address or other contact details, professional designations, and other information provided by the nominator to support the nomination.

Where do we get your personal data from?

The primary source of personal data is the nomination form.

Further information will be collected as a result of the due diligence process which is undertaken using resources in the public domain.

Who else do we pass this information on to?

We may need to disclose personal details if required to the police, regulatory bodies or legal advisors where there is a legal requirement or an overriding public interest to do so.

Other than this the University would normally only share personal data with contractors we use to support the work of the Alumni and Development function. These organisations are contractually required to process personal data in

accordance with our instructions and in accordance with all relevant data protection laws. We do not sell or trade personal data.

Do we transfer the information overseas?

We may, on occasion, transfer personal information to countries or jurisdictions outside the UK if necessary, for the above purposes. These countries may not always provide the same level of data protection as the UK. When we do make such a transfer, we use controls to ensure this personal information is protected.

How long do we keep this information for?

In line with the Honorary Awards Policy, information in relation to nominations received is kept for a maximum period of 3 years.

What are the rights of data subjects?

Data subjects are people whose personal data we are processing. They have the following rights in respect of that personal data:

- To access their personal data that we process
- To rectify inaccuracies in personal data that we hold about them if it is inaccurate or incomplete
- To request the deletion or removal of their personal data where there is no compelling reason for its continued processing
- To restrict the processing of their personal data in certain ways
- To obtain their personal data for reuse
- To object certain processing of their personal data
- To complain to the Information Commissioner's Office about the way in which we process their personal data.

Where can data subjects get more information

For more information please contact the University's Data Protection Officer, data-protection@bradford.ac.uk, University of Bradford, Richmond Road Bradford BD7 1DP.

Written by:	Katherine Wass, Governance & Projects Officer
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