



University of
St Andrews

UNIVERSITY OF ST ANDREWS

SUPPLEMENTARY PRIVACY NOTICE – REF 2021

Title	Supplementary Privacy notice - University Research Excellence Framework 2021 (“REF”)
Scope / audience	Applies to all staff involved in the institutional submission to the Research Excellence Framework 2021, including both those eligible for submission and those supporting the submission process
Related documents	University privacy notice: collection and use of University employee personal data
Owner	Research and Innovation Services
Contact point	dataprot@st-andrews.ac.uk
Approver	Head of Information Assurance and Governance
Approved date	22 February 2019
Policy effective from date	22 February 2019
Frequency of review	N/A
Next formal review	N/A
Confidentiality	Public

Version Number	Purpose / Changes	Author	Date
1.0	Draft for inclusion in REF 2021 Code of Practice	Head of Information Assurance and Governance, Senior Research Information Manager	22 February 2019
1.1	Revised to include individual circumstances	Head of Information Assurance and Governance, Senior Research Information Manager	18 April 2019

Supplementary Privacy notice - University Research Excellence Framework 2021 ("REF")

Introduction

This privacy notice introduces how the University gathers, shares and makes use of information that about individuals when preparing for and making a submission to the REF. This privacy notice should be read in conjunction with the *University privacy notice: collection and use of University employee personal data*¹

How we gather personal data

Individuals with research work to be considered for the University's REF submission may be asked to pass some details to the University via calls for information (e.g. surveys), in other instances information will be gathered from the staff record such as job title, contract type, research outputs, as documented and held in the University research repository (PURE) and from individuals tasked with assessing the suitability of research work for inclusion in the University's submission.

How we use your personal data

Your personal data is used by the University to plan, prepare for and make the institutions submission to the REF exercise 2021.

The legal basis for the use of your personal data for REF

Contract and what Data Protection law refers to as public task, are the conditions from the legislation, which the University will rely on to make use of personal data for REF 2021. In some instances, individuals may opt to provide the University with sensitive details, such as health and/or carers details that explain a period of absence. In those instances, the legal basis will be explicit consent. Providing those details is an individual choice; if a person chooses to withdraw their consent - consent can be withdrawn at any time, then no further use of the details provided will be made; sensitive details that were volunteered will be destroyed. Withdrawing consent will mean that the University's ability to make some decisions will be limited.

Sharing and transferring your personal data

Where the University is making a joint REF submission with another institution, personal data of the relevant staff will be shared with that partner. Personal data will also be shared across the University with Research and Innovation Services, Human Resource Services and the committees established to oversee and coordinate the University's REF activities.

Individual clearly defined and complex circumstances

Where individuals opt to disclose 'clearly defined circumstances' such information will be made available to relevant colleagues in Research and Innovation Services (RIS) and the HR Business Partner team to enable the calculation of output reductions.

Where individuals opt to disclose 'complex circumstances' relevant members of RIS will have access to only information required to calculate an output reduction. Complex circumstances information will be available in full to the HR business partners.

The UOA Executive Panel, Heads of School and Directors of Research (DoRs) will have access to the reduction decisions but not the details of what necessitated the reduction unless, exceptionally, certain information must be confirmed by the Heads or DoRs. The Institutional REF Equality and Diversity Review Group will be given details of circumstances to make and monitor decisions on output reductions, but such details will be anonymised.

¹ Available online: <https://www.st-andrews.ac.uk/assets/university/data-protection/employee-privacy-notice.pdf>, accessed 06 February 2019.

Information provided on individual clearly defined and complex circumstances may be shared externally for the purposes of evidencing any reduction requested in the number of research outputs for a UOA or in, exceptional circumstances, for an individual. Such information is likely to be seen by the UK REF team, the Equality and Diversity Panel and the Main Panel Chairs and possibly UKRI. All these bodies are subject to confidentiality agreements. The UK REF team will destroy submitted data about circumstances once the assessment phase is complete. The information submitted by the University externally will be anonymised as far as allowed by REF rules.

Keeping your personal data

Information produced for the REF submission will be held for a period of between 12 and 24 months following the conclusion of the REF exercise 2021, after which it will be destroyed. Information about you sourced from other University records e.g. PURE will not be destroyed.

Your privacy rights

These vary, depending on the legal basis used by the University to make use of personal data. Rights may be restricted where one of the exemptions from the Data Protection Act 2018 is engaged. For example, where the University is making use of personal data for planning and/or forecasting purposes, and releasing personal data used to support decision making would undermine that process, there will be no right for an individual to seek a copy of associated personal data. Information on data protection rights is available from the University website: <https://www.st-andrews.ac.uk/terms/data-protection/rights/>, or by contacting the University Data Protection Officer: email dataprot@st-andrews.ac.uk.

In addition, you have a right to complain to us and to the data protection regulator. The University Data Protection Officer can provide more details.

Contact

You can get in touch with the University Data Protection Officer: Christopher Milne, Head of Information Assurance and Governance by email dataprot@st-andrews.ac.uk, if you have any questions about how the University makes use of your personal data.

Revisions to this notice

Revisions may be made from time-to-time, where guidance from the REF is updated, which have an impact on how personal data are used and/or where University REF processes/procedures change.

This notice will be available on the University's website: <https://www.st-andrews.ac.uk/terms/data-protection/>.