

Unacceptable Behaviour Reporting Privacy Notice

1. Introduction and Data Controller

The University of Northumbria at Newcastle (“we”, “our”, “us”) is registered with the Information Commissioners Office as a Data Controller - Registration Number [Z7674926](#). We are committed to processing personal data in accordance with our obligations under the UK General Data Protection Regulation (GDPR) and related UK Data Protection Act 2018.

This Privacy Notice describes how and why we process personal data in relation to anyone (“you”, “your”) submitting personal data for the purpose of reporting Unacceptable Behaviour and explains your rights under the GDPR.

2. Why do we process your Personal Data?

We collect your personal data, if you choose to share it, when you raise concerns about unacceptable behaviour. This will enable us to take remedial action to prevent or mitigate such behaviours and enable us to understand and analyse causes for concern.

3. Categories of Personal Data we process

Personal data, or personal information, means any information about an individual from which that person can be identified.

We collect, where you choose to share it, and use the following categories of personal data submitted through our Unacceptable Behaviour online form, which may relate to the person making the report and/or a third party mentioned in a report, e.g. other students, staff being reported.

Data Category	Example
Biographical	Name of person making the report. The name(s) of the those being reported.
Contact Details	Email or telephone number of the person making the report.
Complaint	Information about the behaviours reportedly demonstrated.

Special Category Data is defined as information in relation to an individual’s racial or ethnic origin; religion; political views; trade union membership; genetics and biometrics (where used for ID purposes); health and disabilities or sex life and sexual orientation. This Special Category data will be processed (where it is disclosed) depending on the nature of the report.

For equal opportunities monitoring the following data may be requested but this will not be associated with you or your complaint:

- Race, ethnic origin and nationality
- Religious beliefs or other beliefs of a similar nature
- Physical or mental health condition, illness, impairment or disability
- Gender identity, sex, sexual orientation
- Marriage or civil partnership

4. The lawful basis for processing your data

The first principle of the General Data Protection Regulation (GDPR) requires that whenever an organisation processes personal data, it must be processed 'lawfully, fairly and in a transparent manner'. This requires us to identify a lawful basis under Article 6 GDPR and Article 9 GDPR for special Category Data such as:

Article	Description
6(1)(a)	With your consent to process your data, for example if you choose not to make an anonymous complaint, and you choose to provide us with your contact details.
6(1)(b)	Processing is necessary for the performance of our contract with staff or students. Processing of data in relation to receiving and investigating allegations made against staff and students forms part of the contract the University has with the individual
6(1)(e)	Where "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller"
9(2)(a)	With your explicit consent to process special category data your data. Where we rely on you are free to decide whether to provide this data. There will be no consequences if you choose not to and you may later withdraw consent.
9(2)(c)	To protect you vital interests or those of another person, where you are physically or legally incapable of giving consent, for example we may share health related information.
9(2)(f)	Where processing is necessary in relation to legal claims.
9(2)(g)	We may need to process special category data if the processing is necessary in the substantial public interest and there is a basis to do so in law

5. How do we keep your Personal Data Secure?

We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure.

We limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

Your submission will remain confidential to the maximum extent possible and will not be shared with the person reported until after a discussion with you to agree next steps

In exceptional circumstances reports may be discreetly shared for the purpose of seeking expert advice or where sharing is required under legislation or University Procedures.

6. Sharing your Personal Data with Third Parties

We may share your information with external agencies such as the Police or other emergency services, without consulting you or others you have mentioned in your report if we have a significant concern about safety or wellbeing, where we have a significant safeguarding concern or for the purposes of the prevention or detection of a crime. Such sharing will only occur where we are required legally to do so or there is a lawful basis to share.

7. Transfers to countries outside of the European Economic Area (EEA)

We do not transfer your personal data to any countries outside of the EEA

8. How Long will your Personal Data Held?

We will retain your personal data for as long as it is required to fulfil the purpose for which it is held and then to fulfil any legal requirements.

Details of the retention periods for complaints against staff or students are detailed in the relevant section of our retention schedule, which is available on our [website here](#).**

9. What Are Your Rights Under GDPR

GDPR provides individuals a number of rights in relation to the processing of personal data, each of which may apply to differing degrees' dependent upon the nature of the processing and the legal basis for it. You have the right to:

- Be informed as to how we use your data (via this privacy notice)
- Request access (a copy) of the personal information that we hold about you.
- Correct inaccurate or incomplete data
- Request that we stop sending you direct marketing communications.

In certain circumstances, you may also have the right to:

- Ask to have certain data erased by us.
- Request that we restrict certain processing of your personal data.
- Request that we provide any data you submitted to us electronically be returned to you or passed to a third party as a data file.
- Object to certain processing of your personal data by us

10. Data Protection Officer (DPO) Contact Details

Our Data Protection officer is Duncan James. To exercise your rights, or if you wish to raise a concern about our processing of your data, please contact the DPO on +44 (0)191 243 7357 or via email at dp.officer@northumbria.ac.uk.

11. Lodging a Complaint with the Information Commissioners Office (ICO)

If you are dissatisfied with our processing of your data, or a response to a complaint you have made to us, you have the right to complain to the ICO via Telephone: 0303 123 1113 (local rate) or 01625 545 745, via email: casework@ico.org.uk or for more information see [Information Commissioner's web site](#).