

## 1. Data Controller

**Data Controller:** University of Northumbria at Newcastle

**Registration Number:** Z7674926

## 2. Overview

This privacy notice describes how and why Northumbria University processes data of research staff and postgraduate research students in PURE for the purposes of managing, analysing and communicating our research activities. This notice also explains how we use your information in accordance with your rights under the UK Data Protection Act 2018 ('DPA') and the General Data Protection Regulations ('GDPR').

## 3. Purpose of the processing and the lawful basis for the processing

Staff and student Data is processed in PURE, in the fulfilment of our public task to make our research publicly available, for purposes that include:

- Compliance with both Research England and University Open Access policies.<sup>1</sup>
- Advancing the research careers of students and staff in line with our commitment to the Vitae Concordat to Support the Development of Research Careers.<sup>2</sup>
- Exporting research outputs and datasets to our Open Access repository.
- Exporting information including research output and dataset metadata to staff profile pages.
- Any exercises involved with preparedness for, as well as the final submission to, the Research Excellence Framework (REF).
- Reporting requirements across the University in relation to the above.

**Public task** is one of the six lawful bases under which personal data may be processed in compliance with the General Data Protection Regulation.

GDPR describes this basis as being 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"

GDPR requires that the underlying task, function or power of the public body must have a clear basis in law.

In this context, the University defines the lawful basis of 'Public Task' (The Exercise of Official Authority / Performance of Specific Task in the Public Interest that is Set Out in Law) as research for the benefit of society as referenced in the UKRI Open Access Policy and Research England Open Access Policy.

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<sup>1</sup> <https://re.ukri.org/research/open-access-research/> and <https://www.ukri.org/funding/information-for-award-holders/open-access/open-access-policy/>

<sup>2</sup> <https://www.vitae.ac.uk/policy/concordat-to-support-the-career-development-of-researchers>

Categories of personal data

The University process the following data about University research staff, research students, their research activities and funding under this privacy notice:

Data Category	Content-Type	Visibility
Human Resources/SAP	First name (or preferred name as stored in PURE)	Public
	Surname	Public
	Title (Ms, Mrs, Mr, Prof etc.)	Public
	Post(s) title	Public
	Department(s) in which post(s) are held	Public
	Contract Type (Teaching, Research, Teaching & Research etc.)	Public
	Historical posts at the University	Public
	Start and end dates of current and historical posts at the University	Public
	Indicator of fixed-term or open-ended employment	Confidential
	Grade/level of post	Confidential
	Full-time equivalent (FTE)	Confidential
	Gender	Confidential
	Nationality	Confidential
Staff ID	Confidential	
Finance	Project/Award title	Visibility can be set to Campus/Backend, Confidential or Public
	Award value	
	Funder	
	Project start/finish dates	
	Principal investigator	Confidential
	Percentage ownership of Projects/Awards	
	Applications data	
Postgraduate Research Student/SITS	First name	Public
	Surname	Public
	Degree course	Public
	Supervisor(s)	Public
Miscellaneous data captured in PURE	Preferred name (optional)	Public
	Membership of research groups, institutes and other organisational units not stored in the HR system	Public
	Events (e.g. conferences)	Public
	Activities (also referred to as Esteem)	Campus/Backend or Public <i>Activities cannot be made Confidential</i>
	Record of impact	Campus/Backend, or Confidential
	Evidence of impact	Confidential
Research Excellence Framework data captured in PURE	Unit of Assessment (UOA) in which the staff member is considered for submission	Confidential
	Non-sensitive information regarding individual staff circumstances	Confidential

	Assessment of the quality of research outputs on an individual and aggregated (e.g. UOA) basis	Admin
	Indicator of inclusion of staff members in the REF submission	Admin

The visibility of personal data described above is defined as follows:

Visibility Level	Definition
“Admin”	An individual holding an administrator or editor role for the relevant content-type in PURE
“Campus/Backend”	All individuals having log-in access to PURE
“Confidential”	Personal Users directly related to the content and “Admin”
“Public”	An individual accessing data made openly available within PURE

#### 4. Where does data come from?

Data is extracted from the University’s corporate systems and held in PURE along with other data that may be captured separately, e.g. data entered manually by users. We will collect, store, and use the above categories of personal data about you in PURE.

#### 5. How personal data is stored securely by Northumbria University

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. In addition, we limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access. All of our employees, contractors and volunteers with access to personal data receive mandatory data protection training and have a contractual responsibility to maintain confidentiality and access to your data is restricted to those members of staff who have a requirement to access it.

#### How long personal data is held

Data will be retained in compliance with Northumbria University’s retention schedule. We will retain the PURE record as long as a member of staff or student remains at the University. We will retain records in Pure for seven years after staff or students leave to support REF returns. However, you can request for any manually entered data within PURE to be deleted, such as Research Outputs, Datasets, Activities, Prizes, Impact, CV etc. All requests of this type will be reviewed. If those specific data are needed to support our submission to REF, or for us to comply with Open Access policies, we reserve the right to retain them.

#### 6. Your Rights (including under GDPR)

You have a number of rights in relation to the processing of your personal information, each of which may apply to differing degrees’ dependent upon the nature of the processing. You have the right to:

- Request access (a copy) of the personal information that we hold about you.
- Request that we correct inaccurate or incomplete data
- 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 require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.

In some cases, there may be specific exemptions as to why we aren't able to comply with some of the above. Where this is the case, we will explain the reasons why.

- For more information about any of the above please see the GDPR pages of our website.
- In order to exercise any of the above rights, please contact the Data Protection Officer (details below).

### **7. Data Protection Officer**

The Data Protection Officer for Northumbria University is Duncan James.

If you have any questions which you feel have not been covered by this Privacy Notice, or if you have concerns or a complaint in relation to the University processing your personal data, please do not hesitate to email us at [dp.officer@northumbria.ac.uk](mailto:dp.officer@northumbria.ac.uk)

If your request is urgent, please call +44 (0)191 243 7357

### **8. Lodging a Complaint with the Information Commissioners Office**

Should you be dissatisfied with the University's processing of your personal data, you have the right to complain to the Information Commissioner's. For more information see [Information Commissioner's web site](#).