

## **Birkbeck, University of London**

Birkbeck exists to provide life changing educational opportunities for its students and undertake cutting-edge research for the public good. In order to carry out this mission, it is necessary to process personal data.

We take our responsibilities to process your data transparently, fairly, lawfully, safely and securely very seriously. This document is part of our efforts to keep you informed about how we treat your data.

### **PRIVACY NOTICE**

#### **For the purpose of representing research students and their research**

##### **About Birkbeck**

Birkbeck College (also known as Birkbeck, University of London) is the data controller for all of the personal data that it holds and processes and is subject to the General Data Protection Regulations (GDPR). Birkbeck is registered with the Information Commissioners Office (ICO) registration number Z718111X

- Address: Birkbeck College, Malet St, Bloomsbury, London, WC1E 7HX
- Birkbeck's Data Protection Officer can be contacted by emailing [dpo@bbk.ac.uk](mailto:dpo@bbk.ac.uk)

If you have any queries about how we use your data, or wish to exercise your rights with regard to your data including, making a subject access request, please contact [dpo@bbk.ac.uk](mailto:dpo@bbk.ac.uk)

##### **About Birkbeck's approach to personal data processing**

In common with all universities, Birkbeck processes the personal data of many individuals in order to carry out its mission.

You will find a complete set of information describing our data processing activities, our data privacy policy, relevant privacy notices, information about the rights of individuals whose data we process and how to exercise these rights on our website at [www.bbk.ac.uk/privacy](http://www.bbk.ac.uk/privacy).

Birkbeck has many different types of relationship with many different groups of people, and some people have more than one relationship with Birkbeck (for example one person may be both a student and member of staff). It is not possible to provide one single privacy notice that accurately describes all these processing activities. Therefore separate notices are provided that describe each processing activity. It should be noted that more than one privacy notice may apply to the processing of your personal data for different purposes. This should be made clear to you at the point where your personal data is collected. It should also be clearly described within the privacy notice itself. All our privacy notices are available at [www.bbk.ac.uk/privacy](http://www.bbk.ac.uk/privacy) and if you are in any doubt please contact [dpo@bbk.ac.uk](mailto:dpo@bbk.ac.uk).

##### **About our privacy notices**

This privacy notice explains how Birkbeck collects, uses and shares personal data and your rights in relation to the data that we hold about you. It includes information about how personal data is used, and the nature of any processing by other data processors or controllers.

## The processing purpose covered by this notice

This privacy notice applies to Birkbeck's processing of personal data for the purpose of show-casing the research undertaken by research students both during and after their period of enrolment with the College to other researchers, prospective students and the general public. To engage with other researchers, the public and potential students meaningfully, Birkbeck uses a range of media and platforms to make it easy for people to understand the research our researchers are involved in; however this privacy notice relates solely to factual information about the research undertaken by our research students which is provided in the interests of transparency and the good conduct of research. Other more general statements from research students, such as testimonial statements about their supervisor or Birkbeck life more generally are covered under the privacy notice **"For the purpose of promoting college activities and student life"**

The purpose of this processing is:

- **Describing the areas of research that students pursue**

This is necessary:

- To make publicly funded research open and accessible to the public who fund it
- To ensure all our research activities are open and transparent, in line with expected standards of research integrity, responsible research and good conduct in research
- To allow prospective students to better assess the research environment they would join and thus make better informed decisions about their choices

## What data we collect

Birkbeck may obtain, hold and process the following personal data:

- **Personal details** – name and age
- **Education details** – course details, graduation information
- Your **photographic image**
- Your **videographic image**
- **Voice recordings**
- Factual information about **the areas of research** you are pursuing, including the title of your thesis
- **References to other records** - including; staff and student identifiers and records from BIROn and BIRD
- **Special category data** – including information about your protected characteristics where this is factually relevant to the research.

For example, if your research is following an autoethnographic methodology, it may be essential to reveal information about your protected characteristics in order to present the research in a factual way. An illustrative case would be an autoethnographic study of the lived experience of a disabled student where it will be necessary to reveal information about your disability.

## Where we collect it from

- Information will be collected from you prior to and during an arranged session.

- Information may be updated automatically from data we hold in other systems, for example, if you are a currently enrolled student and have already logged in to a system, some data will be populated based on information already held.
- Information will be entered directly into various systems by you, or on your behalf by your supervisor, school or departmental administrator, or Birkbeck Graduate Research School (BGRS).

### **How we use the data**

- **Describing the areas of research that students pursue**

We will use descriptions of your areas of research, name and (potentially) the title of your thesis or a factual description of your research online and/or in print. They will usually be presented on the web pages that represent members of staff that supervised you during the course of your research.

### **Under what lawful basis we process your personal data**

Birkbeck uses your personal data under different lawful bases depending on the process being performed. The following are the legal bases identified and examples of the data processing activity to which they apply:

- **Describing the areas of research that students pursue**

**Public Task:** Birkbeck is a designated public body/charity, processing of personal data is necessary for us to perform our tasks in the public interest and official function in delivering teaching and research. (Article 6 (1) (e))

### **How long we keep your data for this processing purpose**

- **Describing the areas of research that students pursue**

For this purpose, Birkbeck will retain your personal data indefinitely. This data is part of the research record which we have a duty to maintain for the scholars who come after us. Your research will usually be removed from our public-facing presences when your supervisor or department no longer feels the research reflects the current interests of the department.

### **Sharing your data with other Data Controllers**

While the data collected for the processing processes described in this Privacy Notice will not be programmatically shared with other Data Controllers, the public-facing nature of this data and the uses to which it is being put means that some other Data Controllers may gain access to it.

### **Third Party Service Providers (use of Data Processors)**

Birkbeck uses a number of carefully selected third parties to provide services on its behalf. In some cases this requires some elements of the data we hold about you to be passed to them for the express purpose of providing a service to you on our behalf. In each case a data sharing agreement is in place that prevents the third party from making any use of the data provided for any purpose other than that expressly agreed, and requiring the provider to securely destroy the data once the service has been provided. Details of these service providers are available at [www.bbk.ac.uk/privacy](http://www.bbk.ac.uk/privacy).

## International

In some instances the College may transfer personal data to parties located in other countries, including some outside of the European Economic Area (EEA). This may be because either Birkbeck staff, a Data Processor (or Sub-Processor) contracted by Birkbeck, or another Data Controller who data is shared with are located outside the EEA.

All instances of overseas transfers of personal data are subject to appropriate technical safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the data and full compliance with legislative and regulatory requirements.

## Your personal data rights

You have the following rights with regard to your personal data held by the College as it applies to Processing Purpose 1 described in this Privacy Notice:

- The right to request access to your personal data held by the College.
- The right to have inaccurate or incomplete personal data rectified.
- The right to restrict the processing of personal data – you have the right to block the processing of their personal data by the College in specific situations.
- The right to object to automated decision making and profiling – you have the right to object to decisions taken by automatic means without human intervention in some circumstances.
- All requests to exercise any of these rights should be made to the College's Data Protection Officer, by emailing: [dpo@bbk.ac.uk](mailto:dpo@bbk.ac.uk).

**Complaints** - If you are unhappy with the College's handling of your personal data or believe that the requirements of GDPR may not be fully complied with, you should contact the College's Data Protection Officer in the first instance. You may also follow the College's formal complaint procedure, and you also have the right to submit a complaint to the Information Commissioner's Office; further details can be found at [www.ico.org.uk](http://www.ico.org.uk).

## Version History & Review

This privacy notice will be subject to periodic review. Any material changes will be communicated to those affected in an appropriate manner as and when they are required.

Version	Effective Date	Reason for change
BBKPN014.0	20 <sup>th</sup> June 2019	First Draft
BBKPN014.1	28 <sup>th</sup> June 2019	Second Draft

<b>BBKPN014.2</b>	12 <sup>th</sup> July 2019	Third Draft – Research Students only
<b>BBKPN14.3</b>	30 <sup>th</sup> July 2019	Fourth Draft