

Privacy Notice

Privacy Notice - PURE Software System

This Notice provides information about the processing of personal data provided by academic staff and research students in the PURE Software System. The University as Data Controller shall process your personal data in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

What personal data we collect and why?

We collect the following personal data for the purposes of being able to record and review your research activities and experience:

First Name
Last name
Gender
Name variant
Title
Unique Staff/Student ID number
Job title
Names of students supervised
Organisational Affiliation
Start Date (employment/study)
End Date
FTE
Year of Study
Programme of Study
Programme Title
Project / Thesis Title
Award Gained
Award Date
Supervisors
Qualifications

How do we collect personal data?

We collect personal data at various stages of your employment or recruitment. Personal data is collected both through online application forms and any hard copy forms which you complete as part of the employment or recruitment process. Personal data may also be obtained from third parties. This information is stored on various internal systems managed by the University which feed into the PURE Software System. Personal data may also be collected if you update the information stored on the PURE Software System. The PURE Software System is a secure system managed by Teesside University.

What is the purpose and the legal basis for processing my personal data?

The PURE software system is the University's Research Information System and addresses two main aims: (1) It provides academic, research and support staff and research degree and professional doctorate students with a user-friendly platform to bring together data in one place and improve the capturing and reporting of research and academic activities and (2) it improves the visibility of these activities on the University's website via a publicly available Research Portal. The lawful basis for processing your personal data for these purposes is the University's legitimate interest in accurately recording and showcasing the University's research capability.

Who will my personal data be shared with?

Your personal data will be shared internally for the purposes of reviewing the research and academic activities undertaken by the University and for the purposes of preparing submissions around these activities. Some data will also be publicly available and shared through the University's website. If you do not wish to have your personal data shared publicly it is possible to remove your own details from the public facing website by "hiding" your profile.

How can I access my personal information?

You will be responsible for the content of your own profile which is accessible through your login into the PURE Software System. You must ensure that your information is accurate and kept up to date.

How long is my personal data kept for?

Your personal data will be kept on the public portal as long as you are involved in research activities at the University. Upon leaving the University your profile will be removed from the public portal, but will be retained on the back-end of the system linked to other records e.g. journal papers or other out-puts for a period of six years.

Your rights

You have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us as well as the right to request your personal data is transferred to another controller. For further information about your rights, please refer to the General Privacy Notice for Students and Staff, as appropriate.

Changes to this notice

We reserve the right to update this privacy notice at any time. We may also notify you in other ways from time to time about the processing of your personal information.

How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us in response to a complaint, you have the right to refer the matter to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF (<https://ico.org.uk/>).