

Referee System

Privacy Notice

Introduction

Please read this privacy notice carefully and contact us with any questions or concerns about our privacy practices.

The School of Informatics (the “School”) is part of the University of Edinburgh (the “University”).

This “privacy notice” applies specifically to the personal information the School will use in managing those parts of the REF2021 submission that are carried out using the “Referee” system. We will explain how the School will use your personal information in this context, how long the School will keep it for and if the School will share it with third parties.

What information do we collect?

We obtain personal information about you from the following sources:

- From your submission to the REF2021 – details of the papers you have chosen to submit, along with the ranking you assigned and your supporting statement.
- From data entered by reviewers and the moderator – the reviewers/moderator assigned to papers, the rating they gave for each paper and any comments they have made.

How do we use your personal information?

We use your personal information to support the mock REF exercises.

What legal basis do we have for processing your personal information?

Our collection and use of personal information from University staff is carried out as a legitimate business interest of the University.

When do we share personal information?

All personal information will be treated confidentially.

None of the information processed will be shared outside the School except that which forms part of the actual REF2021 submission.

Where do we store and process personal information?

All personal information is held and processed on servers located within the School.

How long do we keep your personal information for?

The information gathered is retained for as long as it is necessary to fulfil the purposes for which it was collected. This will be for the duration of the REF2021 exercise and for up to one year following submission.

Personal information that is no longer needed is explicitly deleted in its entirety from our systems and cannot be subsequently recovered.

Use of automated decision-making and profiling

We do not use solely automated decision-making processes, including profiling. This means that people are involved in every decision about you.

This privacy notice is continued

at www.edin.ac/privacy.

How to contact us?

For further information about data privacy in the School, please contact X.Y (x.y@ed.ac.uk).

For data collected under this privacy notice, the University is the Data Controller (as that term is defined in the EU General Data Protection Regulation (Regulation (EU) 2016/679), registered with the Information Commissioner's Office, Registration Number Z6426984).

The University's data protection policy is on our website at

<http://www.ed.ac.uk/records-management/data-protection/data-protection-policy>