

## Research Portal – PURE Software System

This privacy notice is to be read in conjunction with the General Privacy Notice on the University website.

### 1 Why your Personal Data is Collected

- 1.1 The University collects personal data for the purposes of being able to record and review and showcase your research activities and experience in its capacity of a public educational institution.
- 1.2 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.

### 2 What Personal Data is Collected

- 2.1 We collect the following personal data for the purposes of being able to record and review your research activities and experience:
  - 2.1.1 First Name
  - 2.1.2 Last name
  - 2.1.3 Gender
  - 2.1.4 Name variant
  - 2.1.5 Title
  - 2.1.6 Unique Staff/Student ID number
  - 2.1.7 Job title
  - 2.1.8 Names of students supervised
  - 2.1.9 Organisational Affiliation
  - 2.1.10 Start Date (employment/study)
  - 2.1.11 End Date
  - 2.1.12 FTE
  - 2.1.13 Year of Study
  - 2.1.14 Programme of Study
  - 2.1.15 Programme Title
  - 2.1.16 Project / Thesis Title
  - 2.1.17 Award Gained

- 2.1.18 Award Date
- 2.1.19 Supervisors
- 2.1.20 Qualifications

### **3 How your Personal Data is Collected**

- 3.1 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.

### **4 What is the legal basis for processing your Personal Data?**

- 4.1 The lawful basis for processing your personal data for these purposes is contract where publication of information relating to research forms part of your contractual requirements and/or the University's legitimate interest in accurately recording and showcasing the University's research capability.

### **5 How will my Personal Data be Shared?**

- 5.1 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.

### **6 Transfers of Personal Data outside of the EEA**

- 6.1 The University will not transfer personal data outside of the EEA, but your profile may be accessible internationally.

### **7 How long is my personal data kept for?**

- 7.1 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.

## 8 Your rights and responsibilities

8.1 Please refer to the University's General Privacy Notice for information on your rights and responsibilities and how to complain.

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