

## **Teaching Recognition 2025 Privacy Notice for Staff**

The University of Worcester is the “Data Controller” of your personal data. We are committed to upholding individuals’ privacy rights and we process personal data in accordance with the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (“UK GDPR”). This privacy notice is to let you know how we use personal data for Teaching Recognition.

For full details about how we process your data as an employee, please see the main [Privacy Notice for Staff](#) on our webpages.

### **Lawful basis for processing**

Under the UK GDPR we must have justification (“lawful basis”) for processing your information.

The lawful basis for processing your personal data is contractual. Processing is necessary for performance of a contract between the University and the employee (Article 6(1)(b) UK GDPR)

Additionally, to ensure that we can carry out our role as an educational and research establishment, processing is necessary for a task carried out in performance of public interest (Article 6 (1)(e) UK GDPR)

### **How do we use the information?**

The purpose of collating teaching recognition information is to:

- Identify and support employees in achieving recognition and reward for excellent, innovative and inspiring teaching through the variety of teaching recognition Schemes available, both internally at University of Worcester (Fellowship through the Worcester Scheme, UW Teaching Awards through the UW Teaching Award Scheme) and externally through Advance HE (National Teaching Fellow, Collaborative Awards for Teaching Excellence)
- Support the facilitation of a culture for scholarship for learning and teaching and raise the University’s external profile for learning and teaching.

Your information will be held centrally within the School and reviewed by the nominated School lead (usually Deputy Head of School or Learning and Teaching Coordinator), Director of learning and Teaching and the University Lead for Teaching Excellence Recognition and Reward.

### **What data do we collect?**

We will obtain and use the following data, which is already held by the University as your employer, to support employees in achieving teaching recognition.

- name;
- information about your role / activity at the University (for example, Course Leader, Head of Department);
- details of activities and achievements, including but not limited to: Fellowship status, PG Cert LTHE, UW Teaching Award achievement, nomination or successful achievement of Student Choice Awards;
- publications and conference presentations related to learning and teaching.

### **Who do we share information with?**

Your data will be shared internally with staff who need to view it as part of their role in supporting the achievement of teaching recognition and facilitation of a culture for scholarship for learning and teaching. This will include the Head of School, School Reading teaching excellence (RTE) administrator, the nominated School lead for RTE (usually Deputy Head of School or Learning and Teaching Coordinator), your appraiser, Director of learning and Teaching and the University Lead for Teaching Excellence Recognition and Reward.

Your data will not be shared externally.

### **How long do we keep your data for?**

We will retain your data whilst you remain employed by the University and thereafter held in accordance with our [Document Retention Schedule](#)

### **Accessing your personal data**

Under the DPA and the UK GDPR, you have the right to request a copy of any personal information held by the University. Please visit <https://www2.worc.ac.uk/informationassurance/requests-for-personal-data.html> for further information about your data rights.

We have appointed a Data Protection Officer, Martin Whiteside, who may be contacted by email: [infoassurance@worc.ac.uk](mailto:infoassurance@worc.ac.uk) . Please use this email address to contact us with any concerns or queries you have in relation to how your personal information is being processed.

Further guidance on your rights is available from the Information Commissioner's Office (<https://ico.org.uk/> ). You have the right to complain to the UK's supervisory office for data protection, the Information Commissioner's Office at <https://ico.org.uk/concerns/> if you believe that your data has been processed unlawfully.