

HONORARY AWARDS NOMINEES' PRIVACY NOTICE

1. This Privacy Notice tells you what we do with information we collect about nominees for an honorary degree and information provided by the individual making the nomination.

WHO WE ARE

2. We are Queen's University Belfast, a university with a reputation for excellence in education and research and a member of the Russell Group. Founded in 1845 as Queen's College Belfast, we became an independent university in 1908.

The Chancellery is the central co-ordinating Directorate, supporting decision making in the University by ensuring an integrated approach to governance, compliance and central administration.

The Honorary Awards Committee seeks nominations for, assesses suitability and approves nominations for recommendation to Senate for the award of an honorary degree and other honorary awards, including Chancellor's Medals.

PERSONAL DATA WE USE

3. When making a nomination we will ask for some limited information about you i.e. your name, contact details and relationship with the University. This is known as your "Personal Data". We will also request personal data about the nominee to verify their eligibility and inform the award process.

DATA FROM OTHER SOURCES

4. We may also collect information about the nominee from other sources and this also forms part of their "personal data". This includes information from:
 - Current and previous nominations;
 - Publicly available information e.g. websites, news articles, publication.

HOW WE USE YOUR PERSONAL DATA

5. The personal data provided on the Honorary Degree Nomination form will be used for the purpose of assessing the suitability of an individual to receive an Honorary Award from the University. This includes establishing the eligibility of the nominator (who must be a member of the University community) to make a nomination and to allow for communication needed between the individual making the nomination and the Chancellery.

The information provided will be used to verify the eligibility of the nominee to be a recipient of an Honorary Degree and allow for assessment by the Honorary Awards Committee.

REASONS WE CAN COLLECT AND USE YOUR PERSONAL DATA

6. The UK's General Data Protection Regulation (GDPR) and Data Protection Act 2018 provide for a number of different legal bases under which processing of personal data may take place.

In this case, the following bases apply:

Necessary for the performance of a task carried out in the exercise of the University's official authority: The University's Charter, as approved by the Privy Council in 2024, makes provision for the University's official authority and documents its public task. This includes: to confer honorary degrees, honorary titles and other distinctions on persons approved by the University, to be held subject to any provisions determined by the University.

WHO WE SHARE YOUR DATA WITH

7. We will not inform nominees of their nomination, nor will share the name of the nominating individual.

Nominators information will used by the Chancellery and the Directorate of Alumni Engagement and Philanthropy for administrative purposes only.

Successful nominees will be contacted following assessment.

DATA PROCESSING OUTSIDE THE UK AND/OR EUROPE

8. Personal data will not be processed outside of the UK and/or Europe.

HOW LONG DATA PROCESSING INFORMATION WILL BE KEPT

9. We will keep the personal data submitted for as long as necessary. We are only allowed to keep your information if we need it for one of the reasons described above

YOUR RIGHTS

10. You can contact us at the address below for one or more of the following reasons:

To ask us to fix information about you that is wrong or incomplete, this is known as your right to rectification.

To ask us to delete information about you, this is known as your right to erasure.

To tell us you no longer agree to us using your information about you and ask us to stop, this is known as the right to object.

To tell us to stop using information about you to sell you products and services, which is known as the right to restrict processing.

To make "subject access requests" – which is a request for us to send you the information we have about you

To ask us to provide you or someone else (on your request) in a structured; commonly used machine-readable format with the information you have provided to us about yourself. This is known as "data portability" right.

To ask us not to use information about you in a way that allows computers to make decisions about you based solely on automated processing.

CONTACTING US

15. The Information Compliance Unit
The Chancellery
Lanyon South
Queen's University Belfast
University Road
BT7 1NN

info.compliance@gub.ac.uk

COMPLAINTS

16. You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

CHANGES TO THIS NOTICE

17. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.