

Decolonising the Curriculum Reflective Tool

Data Privacy Notice

Please note, the data you submit in this form is not subject to the UK General Data Protection Regulation, because the data will not identify any responders personally. However, you will be storing sensitive information, and should adhere to general data protection principles for the storage and use of that data.

Additionally, you should be aware that if you opt to submit the data you obtain from this exercise to CIE, then CIE will naturally have access to the information that you enter. CIE recognises that some of the data you submit to this form might be sensitive, even if you are not identifiable by it, and so we have included the below privacy notice to reassure you of exactly how the data will be managed.

Who will own my data once I submit it?

The University of Liverpool.

Why do you need my information?

This information will help you to understand what you can do to help adapt and improve your own modules, programmes and teaching practices. If you choose to share the data with CIE, it will help CIE to develop effective, active, useable and helpful tools as part of the to make your teaching practice easier, richer, and generally more vibrant and informed in this area than it might otherwise be.

What allows you to use my information?

By participating in this exercise and submitting this form, you are giving consent for the owner of the Form to hold this information. By submitting data to CIE (if applicable), you give consent for CIE to hold it.

Who will my information be shared with?

This data will not be shared with anyone outside of either the programme team in which the exercise took place, or the Centre for Innovation in Education (CIE), University of Liverpool.

Do I have to provide this information and what will happen if I don't?

You do not have to provide any information if you don't want to. The option for downloading this form as a template and completing it under your own Microsoft Account is outlined in 'Instructions for Use'. As well, submission of data to CIE as part of this exercise is completely voluntary.

How long will you keep this data for and why?

Programme teams should endeavour to not store information for longer than is necessary, and not for a period greater than 2 years. CIE will delete data collected in this form at the request of the programme team, or after a period of 2 years - whichever is earlier.

How will my information be stored?

The data you submit to this form will be stored in the Form owner's Microsoft Forms account space. This is managed centrally, and only the creator of the form will be able to view it directly. Data submitted to CIE will also be stored centrally.

Will this information be used to take automated decisions about me?

No.

Will my data be transferred abroad and why?

No.

What rights do I have when it comes to my data?

Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access - you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification - you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction - you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability - you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The Right to object - you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The Right to prevent automated decision making - you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about your rights under the UK GDPR, please visit the Information Commissioner's website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer

- Email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the University's Data Protection Team by writing to:-

- Dan Howarth, Data Protection Officer

- By email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner's Office using the following details:

- The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45
- Website: www.ico.org.uk