

## Guidance on Personal Information in Honorary Title Nomination Forms and CVs

In the wake of the enhanced regulations arising from the Data Protection Act 2018 and the EU General Data Protection Regulation, the University has identified steps to be taken to minimise the risk of personal information being held or processed inappropriately.

One mitigation introduced has been to ask Schools/Centres to provide links to public facing CVs in submitting Honorary Titles nominations instead of a bespoke CV document, should an open CV be available. An example of where public-facing CV may be held is Linked-in.

Where this is not possible, a CV document can be provided.

Within CVs and Nomination Forms, the nominee/School/Centre is responsible for ensuring the following:

- The CV and/or the nomination form **must not** contain any personal information which does not relate to the nominee, other than referee details, if appropriate.
- For Honorary Professor/Honorary Professor of Practice titles, referee details should only include name, position and contact details, specifically an email address.
- For Honorary Senior Lecturer, referee details should only include the name and position.
- Referees must have given their agreement to be named as referees prior to the nomination/CV being submitted.
- For Honorary Lecturer, referee details are not required as standard on the nomination.

The golden rule is no personal information about anyone (other than referees) should be included but for clarity, examples of personal information that should not

be on the nomination form and/or CV and should therefore be removed/redacted prior to submission are listed below.

This list is not exhaustive and therefore when providing a nomination and CV, the nominee/School/Centre must apply consideration for the privacy and security of others' data.

No personal information should be included that is:

- not relevant to the nomination;
- might impact on the privacy of another individual;
- might be a risk to the security of another person's personal information; or
- information, which if it was your personal data, you would not wish someone else to include.

Specific examples, which should not be detailed on CVs or nomination forms include:

- The names of students supervised by the nominee. The number of students at any level supervised can be detailed but no identifiable information should be included;
- The names or circumstances of any individual related to any decision board the nominee with which the nominee has been involved;
- The names, dates of birth or any other personal data of the nominee's own family;
- The names of any individuals who acted as supervisors or managers of the nominee, unless they are being listed as a referee in the referee section; or
- The nominee's own personal data not relevant to the nomination, for example National Insurance Number, Date of Birth.