



Council of Validating Universities

Privacy Policy

The Council of Validating Universities (CVU) is a member organisation specialising exclusively in good practice and standards for the aspect of higher education which concerns the validation of programmes of study by universities and colleges ('awarding institutions') for delivery by other colleges or organisations ('partner institutions'). The term 'collaborative provision' is often used to describe this form of partnership.

This policy sets out what we do with your information when we collect it, why we collect it and how we dispose of it.

Introduction

In May 2018 the European General Data Protection Regulation (GDPR) and the UK Data Protection Act (DPA) comes into force. The new regulations strengthen an individual's rights over how their personal data is used.

The CVU Data Protection Lead

The CVU Data Protection Lead is Hayley Boyes who is the Secretariat contact for the Council of Validating Universities. She is responsible for ensuring that the GDPR and DPA regulations are fully complied with. She is also the first point of contact should you wish to know what information we hold on you. Hayley can be contacted via email:

hayley.boyes@the-bac.org

Or by mail at:

14 Devonshire Square
London
EC2M 4YT

What are your rights?

If we have collected any of your personal data, then you have a number of rights. These are:

- To have confirmation of what data we hold on you and what we do with that data
- To have a copy of the data we hold provided to you free of charge
- The right to correct the information we hold on you if it is factually incorrect
- The right to object to us using your information
- Under certain circumstances you have the right to have your data erased and to tell CVU to cease further dissemination of your data to third parties
- You also have the right for your data to be transferred to another organisation in an electronic format

When do we have to ask you for the right to collect your personal data?

If we collect Special Category Data, we might need to ask your permission. Special category data includes any data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, data concerning health or data concerning a natural person's sex life or sexual orientation.

CVU has no need to collect this information for any of its activities and will not collect this information under any circumstances.

We will only collect data for:

- Membership purposes; we will collect information necessary to have a record of the member institutions including contact details for the key contact of your institution
- For the purposes of legal compliance and for payment of expenses, information on our trustees and committee members
- The promotion of events and CVU activities, including making CVU members aware of developments in the Higher Education sector that are relevant to their organisation.
- Contacting you to follow up on an enquiry you have made to us

What we don't do with your data

- We will not use your data for automated decision making
- We will not use your data for profiling purposes
- We will never sell your data
- We will not share your data for any other purpose than that described above

Why do we collect your data and what do we do with it?

CVU collects data for a number of reasons and the best way for us to explain why we collect the data and what we do with it is to address category of data collection separately.

Category	CVU Members
What data do we collect?	When an institution wishes to become a CVU member we ask them to provide the following data: <ul style="list-style-type: none">• Institution name• Name, job title and work contact details of the lead contact who is the member of the CVU Council• Name, job title and work contact details of a second contact that is provided on the CVU membership application form.• For some institutions we also hold the contact details for a named contact in the finance department to whom we will send the annual membership fee invoice.
Do we share your data with anyone outside of CVU?	The name of CVU member institutions and the lead contact name is listed on the CVU website. Your contact details are shared with key staff members of the CVU Secretariat, the British Accreditation Council (BAC) who use it for the

	purpose of managing CVU activities. We do not share your contact details with anyone outside of CVU.
What is the legal basis for keeping my data?	To comply with CVU membership requirements.
What would happen if I refused to give you this data?	In this case we would not be able to allow you to be a CVU member and your institution would be removed from the membership.
Who has access to my records?	Once you have become a member, only the BAC Secretariat staff members who deal specifically with CVU have access to your records.
How long will my records be kept for once I leave CVU?	1 year

Category	Trustees and committee members
What data do we collect?	We collect your name, title, contact details and your application form and, in the case of Trustees, any other information required by Companies House and the Charities Commission. Your application form to be member of the executive committee is considered when the Trustees consider your appointment to a committee.
Do we share your data with anyone outside of the Committees?	Trustee information is shared with the Charities Commission and Companies House.
What is the legal basis for keeping my data?	To comply with company and charity law and to contact you for the purposes of committee meetings and to keep you informed of developments that are relevant to your membership of a committee including the organisation of CVU events
What would happen if I refused to give you this data?	In this case we would not be able to use your services
Who has access to my records?	Basic information on Trustees is publicly available from Companies House and the Charities Commission, otherwise contact information is restricted to those BAC staff who will need to contact you for the purposes of meetings or other agreed activities
How long will my records be kept for once I leave CVU?	1 year.

Category	CVU distribution list
What data do we collect?	We collect your name, email address and the name of the organisation you represent
Do we share your data with anyone outside of the organisation?	No
What is the legal basis for keeping my data?	Informed consent. You will be asked to confirm your willingness to accept your inclusion on the distribution list and to receive further information on CVU events and activities.
What would happen if I refused to give you this data?	We will not be able to send you information about CVU events or activities.
Who has access to my records?	Secretariat staff involved in the distribution of emails
How long will my records be kept for once I withdraw my consent?	You may withdraw your consent at any time. This will mean you will not receive any further communications. Any information we hold on you will be removed from the CVU distribution list immediately.

Category	CVU enquiries
What data do we collect?	We collect your name, email address and the name of the organisation you represent for the purposes of responding to your query.
Do we share your data with anyone outside of the organisation?	No
What is the legal basis for keeping my data?	Informed consent. You will be asked to confirm your willingness for us to respond to your query by passing your contact details and query to the CVU Chair to respond, or if you wanted to have your query posted in the CVU discussion forum, to post the query there for CVU members to discuss.
What would happen if I refused to give you this data?	We will not be able to answer your query or post it in the discussion forum.
Who has access to my records?	Secretariat staff who receive your query, the CVU Chair who is sent the query in order to respond to it and/or CVU members who access the discussion forum.
How long will my records be kept for once I withdraw my consent?	Your information will be removed immediately after you have withdrawn your consent and the post on the discussion forum with your contact details will be deleted.