



**UNIVERSITY
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Privacy Notice: QS World University Rankings Reputation Survey

Our contact details

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Introduction

The University of Hull as Controller is providing this information to comply with requirements under UK General Data Protection Regulation by informing you of how we will handle your personal information.

Why are we collecting your information and for what purpose?

A key aim of the University of Hull's international strategy is to build the global reputation of the University. One measure of the University's reputation is its position in the QS World University Rankings.

Each year, QS asks academic institutions who are hoping to appear in QS Rankings to supply a list of both academic and employer nominees who are willing to take part in the relevant reputational survey. The survey forms a key element of the reputational indicators used by QS to assess an academic institution's institutional and subject based position.

For this purpose, the University of Hull will contact potential nominees by email using email addresses supplied to us and colleagues at the University, and invite them to participate. The University will then submit a list of nominees to QS, and QS will then send those nominees the survey to complete.

If you consent to take part in the survey, your personal data will be processed under QS's [Privacy Policy](#). QS will use the University's nomination list for a period of two years – the year of submission and one additional year.

The University of Hull will also process and retain nominee's personal information for the purpose of maintaining an up-to-date list of contacts to ensure that the nominees who consent to take part are not re-invited each year.

The only information that we will hold and retain

Name, title, job title, employer, location, name of contact at the University of Hull.

The legal basis for processing your data

We will only use your personal data where law allows us to do so. The legal basis for retaining is Art 6(1) (f) as it is the legitimate interest of the University to participate in any



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survey and failure to complete this exercise may have significant impact on our ranking results with reputational disadvantage.

How we store your personal information

Your data will be held securely and only available for those with a need to access (the University of Hull Global Strategy Office, the Strategic Planning and Business Intelligence, and the member of staff at the University who invited you to take part in the survey).

How long is your information kept

Your information will be held for as long as the University takes part in the QS ranking scheme and for a period of 2 years. You do have the option to request that the University deletes your information once it has been submitted to QS by contacting globalstrategy@hull.ac.uk.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

The Rights are not absolute and we may be entitled to refuse requests when there are valid exceptions.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

For more information about how the University handles personal data please use the following [link](#).

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at dataprotection@hull.ac.uk.



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You can also complain to the UK Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>