

Data protection statement relating to supervisors and supervisions

This statement explains how the Colleges you provide supervisions for, and CASC (as the supplier of CamCORS) handle and use personal data both provided by you and collected about you and the students you teach in supervisions.

In broad terms, Colleges and CASC use your personal data to manage the functions and processes associated with the delivery of supervisions, your reporting on such supervisions to Colleges (both student supervision reports and payment claims) and any subsequent processing, including the review of your supervision reports and financial processes to pay you for your work. In each case, the legal basis of processing is either the legitimate interests of the College in fulfilling its functions as provider of education and paying people for their employed work or contracted services and/or your own legitimate interests in fulfilling the expectations of your employment or engagement, recording completed work and in getting paid for that completed work.

Your personal data

CASC operate two central databases (CamCORS and RAC) containing relevant personal data. CamCORS is the on-line reporting tool for all supervision activity and RAC holds your personal data linked with other information from University systems such as Lookup and CamSIS to manage your identity and security access in CamCORS. Both databases are managed on behalf of the Colleges by CASC, and hosted on behalf of the Colleges by the University.

In the course of providing supervisions, you will provide information that results through CamCORS in claim forms for payment. This information is passed through CamCORS to the various Colleges who have commissioned your supervisions. Access to this information in CamCORS is restricted to College-authorized personnel for the processing of that information to ensure you are paid.

The Colleges collectively from time to time commission CASC to process your personal data (along with others) to provide aggregated management information (which itself contains no personal data) about the provision of supervisions for their Colleges, and for all Colleges. Individual Colleges will also produce a range of reports from CamCORS internally to manage and monitor supervision provision for its students.

The data controller for your personal data is any and each of the Colleges that the students you supervise for are members of. Each College individually instructs CASC about the duration of retention of your data once you cease supervising for that College.

Should you cease supervising for all Colleges, CASC will retain your personal data in CamCORS for six full academic years after your last submitted supervision report or claim form.

You have the right: to ask the relevant College(s) for access to your personal data; to rectify or erase your personal data; to ask for the restriction of processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and the College will reserve the right to discuss with you why it might not comply with a request from you to exercise them.

The personal data of your students

As a supervisor, some of the information you manage or create constitutes personal data of the students you supervise. As you are doing this work on behalf of the College(s) of those students, the personal data you manage – and the data you create when you write your reports on your students – is owned by the College(s) of the student(s) you supervise.

For clarity, the College of the student is the data controller of any and all personal data you process or create in relation to the supervisions you provide. You should therefore abide by the data protection policies and systems of the College(s) of your student(s), which are available to you on request and otherwise usually published on College websites.

If your students complain about your management of their personal data, you should contact the Data Protection Lead of the relevant College(s) as soon as possible to obtain advice.

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