



Privacy Notice

Senatus Academicus Election and Membership

How we will use information about you

The information you provide will be used by the University to run elections for membership of the Senatus Academicus (Senate). Senate elections are conducted by Civica Election Services (formerly Electoral Reform Services) and supported by Academic Services. This Privacy Statement is relevant to the records held by Academic Services, and shared with Civica Election Services (formerly Electoral Reform Services) for the purposes of conducting the election. Records of the electoral process itself are held by Information Services Group and are not covered by this Privacy Notice.

If you stand for election, your name, personal title (if supplied), School (if applicable), College / Unit, your status as a Professorial or Non-Professorial member of academic staff (in the case of elections to Senate), and your Candidate Statement provided on your nomination form, will be made available to University staff and students during the election period via the Senate website and the voting system. The web pages holding candidate information are EASE protected.

If you are elected to Senate your name, School (if applicable), College / Unit, and whether you are a Professorial or Non-Professorial member of Senate will be held on our membership roll. The membership roll of current Senate members will be publically available on the Senate website.

How long the University will hold this information

If you choose to nominate yourself for election to Senate, by completing the relevant Election Nomination Form, we will hold the personal data you provide to us, for both successful and unsuccessful candidates, for 6 months after the date of the relevant election.

If you are elected to Senate, we will record your details on the Senate membership list. At the end of the relevant retention period these lists are transferred to the University archive and kept in perpetuity.

How long Civica Election Services (formerly Electoral Reform Services) will hold this information

If an election is required, this will be conducted by Civica Election Services (formerly Electoral Reform Services). Data is deleted once the election has satisfactorily concluded and the results have been signed off by the University election provider, or deleted immediately on request by the university election provider, whichever comes first. Typically data is held for no more than two weeks, though this will reflect the duration of the relevant election. Records of the electoral process itself are held by Information Services Group and are not covered by this Privacy Notice.

Data Controller and Contact Details

If you have any questions, please contact Olivia Hayes, Senate Clerk, at Senate.Support@ed.ac.uk

For data collected under this privacy notice, the University of Edinburgh (the "University") is the Data Controller (as that term is defined in the EU General Data Protection Regulation (Regulation (EU) 2016/679), registered with the Information Commissioner's Office, Registration Number Z6426984.

You can contact our Data Protection Officer at dpo@ed.ac.uk. Our data protection policy is on our website: [Data Protection Policy](#).

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THE UNIVERSITY *of* EDINBURGH

Legal Basis for Processing

We are using information about you because the University of Edinburgh is obliged under the Higher Education Governance (Scotland) Act 2016 to elect members to Senate. Therefore the legal basis for the processing of this information is legal obligation.