

Privacy notice

This notice explains how the University of Aberdeen handles your personal information when you use the confidential online reporting tool to report an incident.

Who we are

The organisation responsible for your personal information in terms of data protection legislation is the University of Aberdeen.

If you have any questions about the University's handling of your information, or your rights under privacy laws, you can contact the University Data Protection Officer in the following ways:

By email: dpa@abdn.ac.uk

By post: King's College, Aberdeen, AB25 3FW

By telephone: 01224 273175.

Information we collect and use about you

We collect the following information in the reporting tool:

- the situation you wish to report
- when and where any incidents occurred
- your connection to the University
- any support you have requested to help you
- the accused perpetrator's connection to the University
- your demographic and equalities information: age, disability, gender identity, ethnicity, religious belief and sexual orientation

We also collect your name and contact details if you want to us to get in touch about the incident you have reported.

If you do not want us to contact you, but you would like a copy of the incident report, you can provide your email address. We do not keep your contact details in those circumstances.

Who has access to your report

The following members of staff have access to **all** reports (both staff and students):

- Nick Edwards (Deputy Director of People)
- Fiona Smith (Head of HR)

The following members of staff have access to **student reports only**:

- Jemma Murdoch (Deputy Head of Student Support Services)
- Lisa Kilgour (Student Support Adviser)

The following members of staff have access to **staff reports only**:

- Tim Arnot (Senior HR Partner)
- Lindsey Hamilton (Senior HR Partner)

Why we process this information and our lawful basis

We collect and use the information about reported situations and incidents in order to address sexual violence and sexual harassment at the University or involving members of the University community. The information is used for preventative purposes and to investigate reported incidents.

Our basis for using your personal information in this way is that we are acting with your consent. We also act with your consent when we use your name and email address or telephone number to follow up on your request for contact. You can withdraw your consent for us to use your personal data at any time. For more information, please see the “Your rights” section below.

We collect and use demographic and equalities information in order to fulfil our equality duty to eliminate discrimination, harassment, and victimisation for users of the reporting tool and for victim/survivors. Our basis for using your personal information in this way is our obligation under equalities legislation.

Disclosing your information

We will not routinely disclose your personal information to any other organisation. We may use your personal information to refer a reported incident to the police, to the National Health Service or to an organisation that can provide you with support. We will do this with your consent or if we are required to do so by law in order to prevent or detect a crime. If you are unable to provide your consent in an emergency situation, we may act on the basis of protecting your vital interests.

The external suppliers we use for IT support may have access to your personal information in order to provide that service to the University. Our third-party supplier arrangements are regulated by contracts designed to protect the information and limit the way it is used.

Scottish universities do not use confidentiality clauses to prevent victims of harassment from speaking out. It is critical that all our staff and students are safe and supported, and we would consider any such use of confidentiality clauses to be wholly unacceptable. For more information about our prohibition of NDAs (Non-Disclosure Agreements), click [here](#).

How long your information is kept

Your name and contact details will be held by the University for a period of one year from the date of report being submitted on the system in order to provide you with the support you have requested.

Any anonymised information you provide will be retained for as long as required by the University for monitoring and addressing sexual violence and sexual harassment at the University. We will not retain any information that has been provided in “free text” boxes beyond one year.

Your rights

You have the right to withdraw your consent for the University to continue to process your information at any time. If you wish to withdraw consent, please contact us at report.support@abdn.ac.uk.

You also have rights to obtain a copy of your personal information and to ask us to correct inaccurate or incomplete personal information.

Under certain conditions, you can ask us to restrict the way we use your personal information, erase your personal information and object to the University processing your personal information. These rights depend on our lawful basis for collecting and using your personal information. This means we may not be able to comply with your request in every case. If we cannot do as you ask, we will always reply to you and explain our position.

There is no charge to make a request, but we may need evidence to confirm your identity before we respond in full.

You can ask about your privacy rights or make a request about your personal information by contacting the University Data Protection Officer at the address above. If you are dissatisfied with the way the University has handled your personal information or dealt with your data protection issue, you have the right to lodge a complaint with the Information Commissioner. The Information Commissioner's Office can be contacted via their website at www.ico.org.uk/concerns/

September 2023