

Model Staff Data Collection Notice for the 2008 Research Assessment Exercise

The purpose of the Research Assessment Exercise 2008 (RAE2008) is to assess the quality of UK research and to inform the selective distribution of public funds for research by the four UK higher education funding bodies.

In XXXX, we will send some of the information we hold about you to the Higher Education Funding Council for England (HEFCE) for the purpose of the RAE2008. The information will not be in coded form and your name and details such as your date of birth will be provided. You can find further information about what data are being collected on the RAE web-site, at www.rae.ac.uk, in particular RAE 03/2005, 'Guidance on submissions'.

HEFCE may pass your record, or parts of it, to any of the following organisations that need it to carry out their statutory functions connected with funding higher education:

- Department for Employment and Learning, Northern Ireland (DEL)
- Higher Education Funding Council for Wales (HEFCW)
- Scottish Funding Council (SFC).

Your data will also be passed to the Higher Education Statistics Agency (HESA) to enable it to verify coded data returned to it as part of our HESA staff return (see www.hesa.ac.uk). Data returned to the RAE will be linked to that held on the HESA staff record to allow the organisations listed above to conduct additional research into the RAE and fulfil their statutory duties under the Race Relations Amendment Act 2000 and other equality legislation.

HEFCE and the organisations listed above will use the information to inform the RAE2008, to monitor its effects, and to inform the selective distribution of public funds for research. This may result in information being released to other approved users including academic researchers or consultants commissioned to carry out research or analysis on their behalf.

The results of the assessment exercise, and those parts of submissions that contain factual data and textual information about research activity, will be published and available online. This will include your name and any research groups you are listed in. Personal and contractual details, including your date of birth, will be removed.

As far as reasonably practicable, HEFCE will ensure that anyone who has access to your data, held in the Council's records, paper or electronic, will respect its confidentiality and will only process it in accordance with instructions issued for the purposes specified by the Council.

Under the Data Protection Act 1998 you have the right to see and receive a copy of any personal information that HEFCE holds about you. Further information about the Act and guidance on making a subject access request can be found on the HEFCE web-site at <http://www.hefce.ac.uk/dsa>.

If you have any concerns about your information being used for these purposes, please contact: xxxx