

## **Applicant Privacy Notice & Retention Policy**

### **What is the purpose of this document?**

The RSE is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for a RSE Research Re-Boot (COVID-19 IMPACT) Research Grant. It makes you aware of how and why your personal data will be used, namely for the purposes of the application and award process, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR).

### **Data protection principles**

In accordance with data protection law. The personal information we hold about you will be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **The kind of information we hold about you**

In connection with your application, we may collect, store, and use the following categories of personal information about you:

- The information you have provided to us in the application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, experience, and 'special category' information relating to your health (including any disability and/or medical condition), sexual orientation and gender identity, and/or ethnicity.

### **How is your personal information collected and used?**

We will collect personal information from you and also from your references (using referees as supplied by you in your application form).

We will use the information we collect to assess your application.

We will process any special category data you provide in accordance with the consent that we obtain from you in your application form. If you fail to provide all information requested in the application form, we may not be able to progress your application.

It is in our legitimate interests to consider this information to enable us to identify a suitable recipient of the RSE Research Award. If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of your eligibility), we may not be able to progress your application.

## **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **Data sharing**

We will not share your information with any third parties.

## **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Data retention**

If your application is unsuccessful, we will retain your personal information for a period of six months after we have communicated to you our decision about whether your application has been successful. We retain your personal information for that period:

1. so that we can show, in the event of a legal claim, that we have not discriminated against applicants on prohibited grounds; and
2. on the basis that a further opportunity may arise if the successful applicant is unable to accept the award for any reason.

After this period, we will securely destroy your personal information.

If your application is successful, we will retain your personal information for a period of six months from the date the research work is completed.

## **Rights of access, correction, erasure, and restriction**

If you wish to exercise any of your rights in relation to your data, please contact our Business Manager, Minante Duncan.

## **Key contact**

If you have any questions about this privacy notice or how we handle your personal information, please contact Minante Duncan ([mduncan@therse.org.uk](mailto:mduncan@therse.org.uk)). You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.