



LOCAL PRIVACY NOTICE

1. Introduction

The Research Coordination Offices for LMS, BEAMS and LASH and IOE (“we” “us”, or “our”) respect your privacy and are committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements the following wider [UCL privacy notice\(s\)](#):

- [General privacy notice](#) when you visit UCL’s website
- [Staff privacy notice](#)

We keep this Privacy Notice under review. It was last updated on January 30th 2024.

2. About us

The UCL Research Coordination Offices are part of the Office of the Vice-Provost for Research, Innovation and Global Engagement (**RIGE**) at University College London (**UCL**).

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the ‘controller’ of your personal data for the purposes of data protection law.

3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We are requesting to collect, use, store and transfer different kinds of personal data about you. This includes:

- Your name and contact details;
- ‘Special category’ data about you (including details about your sex, gender, ethnicity, disability and age)

4. How we use your personal data

We will only use your personal data when the law allows us to. We will use the specific data collected on this occasion in the following circumstances:

- **To allow us to monitor EDI data regarding applicants to the UCL internal selection processes for the UKRI Future Leaders Fellowships scheme.** This will allow us to monitor any underrepresented groups in the applicant pool in order for us to provide targeted additional support in the future and potentially implement mitigating actions into our future selection processes to address certain underrepresented groups in the applicant pool; the processing of your information is carried out on the basis of your explicit consent.
- **To provide anonymous diversity data to UKRI as per UKRI Future Leaders Fellowships scheme requirements.**

Where the processing is based on your consent, you have the right to withdraw your consent by contacting us using the details set out below. Please note, once we have anonymised your data, we will not be able to remove your data from the dataset.

5. Who we share your personal data with

Your personal data will be collected and processed by our staff and UCL (Access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job at UCL). We may have to share your personal data with the parties set out below for the purposes outlined in section 4:

- Non-anonymised data will be kept confidential, and will only be seen by relevant members of the Research Coordination Offices and WILL NOT be used to inform selection at any stage of the internal selection process for Round 9

We require the staff members that have access to the non-anonymised data to respect the security of your personal data and to treat it in accordance with the law. We do not allow the members of staff that have access to your personal data to use this for their own purposes – we only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. Lawful basis for processing

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing. The basis for processing will be as follows:

- Consent. You have given us your consent for processing your personal data.

For special category personal data, the following lawful bases for processing will be used:

Consent

7. International transfers

We do not transfer your personal data outside the European Economic Area (EEA).

8. Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

9. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data according to the [Records Retention Schedule](#).

10. Your rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

Contacting us

You can contact UCL by telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT.

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below, or your Research Coordination Office:

Data Protection & Freedom of Information Officer: data-protection@ucl.ac.uk

11. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).