



LOCAL PRIVACY NOTICE

1. Introduction

The BEAMS Research Coordination Office, in the Office of the Vice Provost (Research, OVPR) (“we” “us”, or “our”) respects your privacy and is 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 regular review. It was last updated on 28th February 2019.

2. About us

The BEAMS Research Coordination Office is part of the Office of the Vice Provost (Research, OVPR) 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 (anonymised data).

We may collect, use, store and transfer different kinds of personal data about you. This may include:

- Your name and contact details;
- The names and other details about third parties who are involved in the issues we are helping you with;

- Your salary details or project costing, research interests and track record, where they are included in a grant application (could be draft, submitted, external or internal) which is shared with us, either by you or by someone responsible for an application you are involved with;
- Your success rate(s) in terms of grant funding, and/or scores on individual applications which is shared with us, either by you or by the funder;
- 'Special category' data about you (this may include details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, information about your health etc) which is shared with us by you.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- **To register you as a client and to manage our relationship with you.**
- **To keep you informed.** This will include sending emails to inform you about funding opportunities, notices and highlight successes if you have signed up via the webform for this express purpose;
- **To help you with your enquiry.** Depending on the circumstances, this may include special category personal data. Here, the processing of your information is carried out on the basis of your explicit consent;
- **To evaluate your proposal against others.** Here, the processing of your information is carried out on the basis of your explicit consent as part of an internal shortlisting process;
- **To submit an application on your behalf.** Here, the processing of your information is carried out on the basis of your explicit consent as part of an application process which requires us to submit selected proposals;
- **To support you with a grant application.** Depending on the circumstances, this may include salary details. Here, the processing of your information is carried out on the basis of your explicit consent in order to help you to improve your proposal;
- **To monitor and review equality, diversity and inclusion.** Depending on the circumstances, this may include special category personal data. Here, the processing of your information is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people (eg People of different racial or ethnic origins, People holding different religious or philosophical beliefs, People with different states of physical or mental health, People of different sexual orientation) with a view to enabling such equality to be promoted or maintained.

Where the processing is based on your consent, you have the right to withdraw your consent at any time by contacting us using the details set out below. Please note that this will not affect the lawfulness of processing based on consent before its withdrawal.

We may also use anonymised data, meaning data from which you cannot be identified, for the purposes of:

- Service evaluation;
- Monitoring Equality, Diversity and Inclusion in the service we provide and BEAMS research funding in general;
- Education and research; or
- Fundraising and promotional purposes.

Anonymised data may also be used in published reports or journals and at conferences.

5. Who we share your personal data with

Your personal data will be collected and processed primarily 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, including those on peer review panels). We may have to share your personal data with the parties set out below for the purposes outlined in section 4:

- Mailchimp;
- Collaborating institutions on multi-partner bids;
- UKRI and subsidiaries or other research funding bodies including (but not limited to) the Royal Academy of Engineering, Royal Society, Leverhulme Trust and European Research Council, European Commission.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third party service providers to use your personal data 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;
- Public task. The processing of your personal data may be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us;

- Legitimate interests. The processing of your personal data may be necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by your interests or by fundamental rights and freedoms which require protection of personal data.

7. International transfers

We do not transfer your personal data outside the European Economic Area (**EEA**) unless you are signed up to our newsletter.

The personal details that you provide to receive communications from us will be processed by MailChimp, a third party provider, on behalf of UCL and will be stored securely on servers owned by them located in the United States. Further information on MailChimp's privacy policy can be found [here](#). UCL will remain responsible for your personal data as data controller and all queries should be directed to ovpr.beams@ucl.ac.uk in the first instance. By continuing you are agreeing to this processing. You can [update your preferences](#) or [unsubscribe from this list](#) at any time.

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](#) and ovpr.beams@ucl.ac.uk

Contacting us

The BEAMS Research Coordination Office in the Office of the Vice Provost Research can be reached by email on ovpr.beams@ucl.ac.uk. Alternatively, 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:

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](#).