

CHADWICK TRUST: LOCAL PRIVACY NOTICE

Introduction

Academic Services (“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 in relation to the activities of the Chadwick Trust and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements [UCL’s general privacy notice](#).

We keep this Privacy Notice under regular review. It was last updated on 11 January 2019.

About us

Academic Services is part of Student and Registry Services at University College London (**UCL**). Academic Services service the Chadwick Trust, the affairs of which are managed by a UCL-appointed committee. UCL is the Chadwick Trustee and a data controller of personal data processed on carrying out its activities in the capacity of such.

The Chadwick Trust is a separate charity to UCL, established through a Trust Deed executed in 1890 by Sir Edwin Chadwick to encourage the promotion of sanitary science and health (more precisely interpreted today as Public Health). To this end, the Trust makes a number of awards and prizes, among them, competitive Scholarships and Fellowships for students of UCL and the London School of Hygiene and Tropical Medicine to visit, investigate and report on a current health problem ([see webpage](#)).

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.

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

- Your name, date of birth and contact details;
- Details of your previous employment and current programme of study;
- The names and other details about third parties, such as referees, who are involved in the issues we are helping you with.

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 an applicant to the Chadwick Trust and to manage our relationship with you before, during and after your application;**
- **To record you as a Chadwick Trust Prizewinner and to manage our relationship with you before and after your prize is received;**
- **To help you with your enquiry;**
- **For accounting and regulatory/compliance purposes.**

Who we share your personal data with

Your personal data will be collected and processed primarily by our staff and UCL, which includes the members of the UCL-appointed Chadwick Trust Management Committee. (Access to your personal information by UCL staff 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:

- External third party service providers: there may be times when external organisations use your personal information as part of providing a service to us or as part of checking the quality of our service, such as auditors and charity investment managers.

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.

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:

- 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

International transfers

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

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.

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](#).

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:

Data Protection & Freedom of Information Officer

data-protection@ucl.ac.uk

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](#).