Privacy Notice for accessing the Scottish Centre for Macromolecular Imaging

Your Personal Data

The University of Glasgow *will be what's known as the 'Data Controller' of your personal data processed in relation to proposing projects and booking microscopy time at the Scottish Centre for Macromolecular Imaging. This privacy notice will explain how The University of Glasgow will process your personal data.*

Why we need it

We are collecting your basic personal data as shown in Appendix 1 in order to manage the proposal submission process and administer the booking calendar for communal equipment. We will only collect data that we need in order to provide and oversee this service to you. If you opt-in to receiving additional information from us, we will also contact you with relevant news and information about the SCMI, such as seminars, courses and workshops.

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal bases are:

- *"contract" for proposal related processing (review, evaluation, visit management, emailing about the status of your proposal and visit/remote access),*

- *"legitimate interest" for our server logs which we have to keep for security purposes,*

- *"consent" for sending you relevant news and information about the SCMI, such as seminars and workshop information, and information on new services we can offer. You can adjust this setting at any time from your ARIA user profile.*

- *"legitimate interest" for contacting you by email about any access calls and deadlines themselves (core business).*

What we do with it and who we share it with?

- *All the personal data you submit is processed by Instruct-ERIC and their sub-processors. Instruct-ERIC provide our proposal management and booking calendar software called ARIA (http://aria.structuralbiology.eu). A current list of ARIA sub-processors can be found at:* https://instruct-eric.eu/aria-subprocessors.
- *All data is also processed by staff working at the SCMI in order to deliver your proposals and sessions.*
- *Data entered in support of a project proposal will be processed by external reviewers who will advise on the project's suitability. For staff/students at the University of Edinburgh, University of Dundee or University of St Andrews and their collaborators, data will be processed by those Universities to review projects and manage their institutional allocation of microscope time.*
- *We will process the data to; operate the proposal management and peer review system for the CRYO ARM 300, provide a booking calendar for other equipment, analyse facility usage levels for funding and internal assessment and to contact you to manage and deliver these services.*

How long do we keep it for?

If you have not yet submitted an application or booking request to SCMI, nor to any other institution using the ARIA system, then your ARIA account and all personal data can be deleted upon request. We will maintain indefinitely some minimal personal data detailing your request for deletion.

If you have submitted an application (either to SCMI or anywhere else using the ARIA system) then your personal data will be maintained as a consequence of the contract you have entered into when submitting the application. These data are required for reporting demand and usage of our services, both internally and to funders.

Information provided as part of a proposal or booking will be retained for 5 years.

Main webserver logs will be stored for 2 years and gateway server logs will be stored for 1 month, both for the purpose of ensuring overall system security of ARIA.

What are your rights?*

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You are in control of your ARIA profile and may edit this information at any time from the ARIA dashboard. You may also have the right to object to the processing of data and the right to data portability.

If you wish to exercise any of these rights, please contact dp@gla.ac.uk.

*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) https://ico.org.uk/

Appendix 1: FULL LIST OF PERSONAL DATA COLLECTED

A1.   Data collected on each Data Subject at the point of registration:

    A1.1.   First name
    A1.2.   Last name
    A1.3.   Email address
    A1.4.   Country of residence
    A1.5.   Home organisation
    A1.6.   Legal status of home organisation
    A1.7.   Nationality
    A1.8.   Research project affiliation
    A1.9.   Subscription preferences

A2.   Additional information volunteered by the Data Subject:

    A3.1.   Profile picture or "avatar"
    A3.2.   Gender
    A3.3.   Position
    A3.4.   Biography
    A3.5.   Qualifications
    A3.6.   Specialisations
    A3.7.   Subjects
    A3.8.   Publications
    A3.9.   Timezone
    A3.10.   ORCID profile information

A3.   Proposal information

    A3.1.   Project title
    A3.2.   PI email address
    A3.3.   Department
    A3.4.   Scientific background
    A3.5.   Figures and legends
    A3.6.   Previous proposal ID
    A3.7.   Specimen information (including shipping)
    A3.8.   Data acquisition details