**Privacy Notice**

**Your Personal Data**

**The University of Glasgow** will be what’s known as the ‘Data Controller’ of your personal data collected and processed in relation to **your application to the Glasgow Knowledge Exchange Fund (GKEF)**. This Privacy Notice will explain how the University will process your personal data.

**Why we need it?**

We are collecting only basic personal data (gender, career stage, ethnicity and nationality) using your staff number submitted in the application in order to evaluate the equality, diversity and inclusion aspect of all the applications submitted for each GKEF round, ensure successful applications can be efficiently loaded onto our grant management systems and to identify and support emerging initiatives of knowledge exchange and impact activity across the university. We will only collect data that we need in order to fulfil and oversee this.

**Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, the legal basis is ‘*Legitimate Interest’.*

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

All the personal data you submit is processed by staff at the University of Glasgow in the UK. Research Services Directorate may also share general information on the Principal Investigator (name, contact e-mail and *general* area of research interest) with other members of staff of the University of Glasgow who have been identified as potentially useful contacts based on the information provided in your application. Successful Principal Investigators may have their project descriptions and names in reports submitted to the University’s Senior Management Group and posted on the University of Glasgow website. With the exception of the website posting of successful Principal Investigator names, your data will not be shared with any individuals or organizations outside the University of Glasgow without your express permission.

**How long do we keep it for?**

Your data will be retained by the University for up to ten years. Successful applicants may have some elements of their data retained for longer periods if necessary, for auditing of the knowledge exchange and impact activities of the University. After this time, data will be securely deleted.

**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 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.

**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/>.

**Contact details**

If you have any questions relating to this notice or the way we are planning to use your information please contact: **Gordon Meiklejohn** or **Rose-Marie Barbeau at** **RIandE@glasgow.ac.uk**