**Privacy Notice**

**Your Personal Data**

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

**Why we need it?**

We are collecting personal data (name, email address, staff number, career stage); however, we will be using your staff number to obtain aggregated special category information (gender, ethnicity, nationality) 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 to enable us to report on our use of public funding in exercises like the REF. 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 ‘Public task’*.*

**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. Personal data is stored within University IT systems and within an external Information Management system provided by Wellspring Sophia. We have a data sharing legal agreement with Wellspring. Any data archived on university servers are stored as password encrypted files, living on a SharePoint with access restricted to the members of the Impact Team within Research Services Directorate.

We use your data to enable us to fulfil our requirements to report on the use and outcomes of the funding we receive; this includes internal reporting and submissions to external assessment such as the Research Excellent Framework (REF), Scottish Funding Council Outcome Agreement, UKRI Impact Acceleration Account reporting and other similar exercises where we need to account for the use of public monies. This information is accessible by University of Glasgow staff who have a role in reporting and monitoring on our use of public funds to support research impact. Successful Principal Investigators/Project Leads may have their names and project descriptions published 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/Lead Applicant 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 20 years post term of employment. 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**