“Scientist Experience” Privacy Notice

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About this Notice

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal data, your rights in relation to your personal data and on how to contact us and supervisory authorities in the event that you have a query or complaint.

The University of Warwick (“UoW”) is committed to protecting the privacy and security of personal data. The purpose of this notice is to promote transparency in the use of personal data, and to outline how UoW collects and uses your personal data, in accordance with the [General Data Protection Regulation 2016](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN) (“GDPR”) and the Data Protection Act 2018 (“DPA 2018”).

The UoW collects, uses and is responsible for certain personal data about you. This is known as “processing”. When we do so we are regulated under the GDPR and DPA 2018 which applies across the European Union and we are responsible as ‘data controller’ of that personal data for the purposes of those laws.
The purpose of this notice is to explain how the UoW will collect and use (process) your personal data, what rights you have in relation to that data and to provide transparency about the data collected about you.

The UoW is the data controller under the GDPR and the DPA 2018 and we will process your personal data in accordance with the GDPR and DPA 2018 at all times. You, as a ‘data subject’, therefore have specific rights to the data that we hold, collect and process.

Throughout this notice, “University”, “we”, “our”, and “us” refer to the UoW; “you” and “your” refer to those expressing an interest in applying for the Scientist Experience at the University (both prior to and during the application process), and those who take part in the Scientist Experience.

If you would like this notice in another format (for example: audio, large print, braille), please contact us.

The personal data we collect and use

The following are examples of personal data which may be collected, stored and used:

* Name
* Previous name (if applicable)
* Address
* Telephone number
* Date of Birth
* Nationality
* Country of birth
* Name of parent/guardian
* Emergency contacts
* Email address
* Gender
* Name of school
* Health conditions
* Disability
* Passport
* Visa details

**Special Category Data:**

Special Category personal data is any identifying information including but not limited to the following: racial or ethnic origin, political opinions, religious or philosophical beliefs, data concerning health or data concerning a natural person’s sex life or sexual orientation.

How the University of Warwick obtains your personal data

We may collect your data in a number of ways, for example:

* From the application form you complete when applying for the Scientist Experience.
* From any information provided to us by yourself when making enquiries.
* Through communication to or from you or your parent/guardian by telephone, email, or via the website. For example, when you call to make enquiries about the Scientist Experience or when you are raising concerns.
* From your attendance at information events.

Purpose and associated lawful basis

The personal data that we collect will only be used where it is necessary and there is a legal basis for us to process that information. Generally this means that we use your personal data in the administration of your application for the Scientist Experience and to provide you with information. We do this only with your consent.

Your personal data will be processed by the UOW for the purposes detailed below.

Lawful basis for processing your personal data under the GDPR and DPA 2018

**Personal data**

Personal data will only be processed when the law permits this to happen. Most commonly personal data will be processed in the following circumstances:

* Where you have given us your consent.
* In order to fulfil UoW’s obligations to you as part of the Scientist Experience.
* Where UoW needs to comply with a legal obligation (for example, the arrangement of access to ESRF).
* Where it is necessary for UoW’s legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
* To protect the vital interests of the data subject or of another person (for example, in the case of a medical emergency).
* In order to perform a task carried out in the public interest.

Details of how the University of Warwick applies these can be found below.

**Special Category data**

During the application process we may collect and process special category personal data. We may also collect special category personal data from you when you are completing the application form. We may only process special category personal data in the following circumstances where, in addition to a lawful basis for processing, there exists one of the following grounds:

* Explicit consent – where you have given us explicit consent.
* Legal obligation related to employment - The processing is necessary for a legal obligation in the field of employment and social security law or for a collective agreement.
* Vital interests - The processing is necessary in order to protect the vital interests of the individual or of another natural person where the data subject is physically or legally incapable of giving consent. This is typically limited to processing needed for medical emergencies.
* Not for profit bodies - The processing is carried out in the course of the legitimate activities of a not-for-profit body and only relates to members or related persons and the personal data is not disclosed outside that body without consent.
* Public information - The processing relates to personal data which is manifestly made public by the data subject.
* Legal claims - The processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
* Substantial public interest - The processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law.
* Healthcare - The processing is necessary for healthcare purposes and is subject to suitable safeguards.
* Public health - The processing is necessary for public health purposes and is based on Union or Member State law.
* Archive - The processing is necessary for archiving, scientific or historical research purposes, or statistical purposes and is based on Union or Member State law. Member States can introduce additional conditions in relation to health, genetic, or biometric data.

UoW will only use personal data for the purposes for which it was collected unless it is considered reasonable that it is needed for another purpose and the reason is compatible with the original purpose. If the University needs to use your personal data for an unrelated purpose, it will notify you and will explain the legal basis that permits it to do so. The University may process your personal data without your knowledge or consent, in compliance with this policy and procedure, where this is permitted by law.

Retention of your personal data

The GDPR and DPA 2018 requires that personal data should be kept for no longer than is necessary for the purposes for which the personal data are processed (except in certain specific and limited instances).

[The University’s Record Retention Schedule](https://warwick.ac.uk/services/idc/recordsmanagement) (RRS) is a tool that enables the University to transparently demonstrate how the organisation complies with its data protection obligations by making provision for the time periods for which common classes of record are retained by UOW.

Full details of the retention periods of records can be found by viewing the [records management page](https://warwick.ac.uk/services/idc/recordsmanagement) and selecting the University’s Record Retention Schedule (RRS), which is kept up to date separately.

Data Sharing

We may share your personal data with organisations within and outside of the European Union. Where any sharing or transfer of data occurs we will always ensure that there are appropriate safeguards in place to protect your personal data and that there is a lawful basis to share/transfer that data.

Such personal data will be the minimum required for the purpose, only sent when necessary, justifiable and where we have the appropriate legal basis to do so. Examples of times your data may be shared would include the following:

* Where information is required to gain access to ESRF.

Data subject rights

Under the GDPR and DPA 2018 you have a number of important rights free of charge.

You have the right to:

* Be informed of how we collect and use your personal data;
* Access your personal data;
* Require us to correct any mistakes in the data we hold on you;
* Require the erasure of personal data concerning you in certain situations;
* Restrict our processing of your personal data in certain circumstances;
* Receive your personal data, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
* Object in certain situations to our continued processing of your personal data or at any time to processing of your personal data for direct marketing; and
* Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you.

To exercise any of these rights please find out more [here](https://warwick.ac.uk/services/idc/dataprotection/datasubjectrights). If a subject access request is made and the request for access is clearly unfounded or excessive, the University reserves the right to refuse to comply with the request in these circumstances.

Keeping your personal data secure

The UoW keeps your personal data secure at all times using both physical and technical measures.

Where appropriate, we also take measures such as anonymisation to ensure data cannot be used to identify you and/or encryption to ensure that the data cannot be accessed without the right security accesses and codes.

Where UoW engages a third party to process personal data it will do so on the basis of a written contract which conforms to the security requirement of the GDPR and DPA 2018.

UoW takes measures to enable data to be restored and accessed in a timely manner in the event of a physical or technical incident.

UoW also ensures that we have appropriate processes in place to test the effectiveness of our security measures.

How to Contact us

We hope that our Data Protection Officer (DPO) can resolve any query, concern or complaint you raise about our use of your personal data on the contact details below:

Ms Anjeli Bajaj (DPO) can be contacted via e-mail at infocompliance@warwick.ac.uk

Or write to:

The Data Protection Officer

Information and Data Compliance Team
University of Warwick
University House
Kirby Corner Road
CV4 8UW

The GDPR and DPA 2018 also gives you the right to lodge a complaint with the Information Commissioner who may be contacted at [https://ico.org.uk/concerns/](https://ico.org.uk/concerns/%20) or telephone: [*0303 123 1113*].

How we process your personal data

The table below will provide a detailed overview of the information that we collect on you, the purpose for collecting that information and the lawful basis we rely for processing that data.

**Specific Purposes for use of personal data**

|  |  |
| --- | --- |
| **Purpose**  | **Lawful Basis**  |
| Communicating with you regarding your enquiry. | Legitimate interest / Consent / Necessary for the performance of your contract. |
| Communicating with you regarding your application. | Necessary for the performance of your contract. |
| Reviewing your application to assess your eligibility to undertake the Scientist Experience. | Necessary for the performance of your contract. |
| Administration and consideration of eligibility, administration of the award and the publication of those awards. | Necessary for the performance of your contract. |
| For provision of the University accommodation including Warwick Conferences and accommodation in France and allocation of rooms. | Necessary for the performance of your contract. |
| Management of enquiries with prospective applicants. | Necessary for the performance of your contract. If your enquiry relates to a marketing activity only then we will seek your consent. |
| Correspondence with successful applicants regarding next steps. | Necessary for the performance of your contract. |
| Immigration matters. | Comply with our legal obligation and necessary for the performance of your contract. |
| Reviewing and implementing any reasonable adjustments which may be required to support applicants. | Necessary for the performance of your contract and/or legal obligation. |
| For equal opportunities monitoring. | Legitimate interest and / or compliance with legal obligation |
| To prevent or detect fraud. | Legal obligation. |
| Conducting Internal Audits. | Necessary for our legitimate interests in maintaining internal control, and/or prevention, detection and investigation of fraud. |
| Correspondence relating to your enquiry or application about any relevant associated events or services e.g. open days, student support, accommodation etc. | Necessary for the performance of your contract. |
| Research and statistical analysis. | Legitimate interest of the University. |
|  |  |

**Who we share your personal data with**

|  |  |
| --- | --- |
| **Third Parties we contact**  | **Lawful Basis**  |
| ESRF- passport identification and nationality required for access.  | Necessary for the performance of your contract. |
| Travel agents | Necessary for the performance of your contract. |
| Our academic staff. | Necessary for the performance of your contract. |
| Our administrative and support staff. | Necessary for the performance of your contract. |

Processing with Consent

As part of your enquiry or application process, we specifically seek your consent for the following:

* Direct mailing to enquirers and applicants in relation to benefits and opportunities offered by or through us, related to your application for the Scientist Experience. This includes the following:
	+ University activities and follow up events organised for students in relation to future opportunities.
	+ Surveys, feedback and similar communications.

Changes to this Privacy Notice

This privacy notice was published and last updated on 22 October 2018.

We may change this privacy notice from time to time, when we do we will inform you by putting a message on the website and/or e-mail.

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