**DATA PRIVACY NOTICE**

1. Introduction

The Royal Academy of Engineering has commissioned The Careers Research & Advisory Centre (CRAC) to undertake user-focused research to develop insights and to make recommendations, to help improve the diversity of the Academy’s Research Programmes.

As such the Royal Academy of Engineering is the data controller and CRAC is acting as the data processor (as defined in data protection legislation) in respect of the personal data collected within the scope of this privacy notice. The Royal Academy of Engineering’s approach to privacy and safeguarding of personal information can be found here [Privacy Policy](https://raeng.org.uk/privacy-policy)

2. Uses of your information

It is anticipated that focus groups, interviews and ‘cognitive walkthrough’ user tests will be conducted to gather views and insights on any barriers for under-represented applicants and potential applicants for the Academy’s Research Programmes. These are intended to cover the whole user journey from awareness to application and selection, and to identify any barriers to success in accessing the Academy’s Research Programmes. Findings from focus groups or interviews will be summarised in a report that we (CRAC) will write.

3. Legal basis for using your personal information

Under data protection legislation, a legal basis is required to be able to process your personal information for the purposes set out above. The collection and use of your personal information will be based on you providing your explicit consent.

Withdrawal of consent: Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason. If you wish to withdraw your consent, please do so in writing to Dr Katja Jonsas katja.jonsas@crac.org.uk.

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If that is the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew it.

3. What personal information we will collect

Personal information that we may collect during the research could include the following:

* Contact details (required so that we can engage with you)
* Research area (relating to the Academy’s Research Programmes)
* Diversity monitoring data (gender, age, ethnicity, nationality, disability)
* Current employer and employment role

4. Storage and sharing of personal information

The information you submit will be compiled by CRAC but only anonymised data will be included in our research report. You will not be identifiable from any such outputs. We will not pass your information to any other organisation except where required to do so by law.

5. Your rights over your personal information

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to:

* Request access to your personal information (and receive a copy of it)
* Request correction of any inaccurate personal information held about you
* Request for your personal information to be deleted
* Withdraw your consent for us to use your personal information

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal information. To exercise any of these rights, in the first instance please contact Dr Katja Jonsas katja.jonsas@crac.org.uk.

6. How we protect your personal information

CRAC has a range of security measures to protect your personal information:

* All staff are required to undertake training in data protection and information security on joining the organisation and then on an annual basis;
* Formal information security policies that must be read and understood by all staff;
* Personal information is only available to those members of staff who require access as part of their role;
* Our information and data systems are accredited through the Cyber Essentials scheme and the ISO 27001 standard on information security.

7. How long we will hold your personal information

CRAC is only able to retain your personal information for as long as it is needed for the purpose(s) for which it was collected. Personal information you have shared will be retained by CRAC no longer than one month after the conclusion of this project, which is expected to be on 10 May 2024 unless extended.

8. Complaints about the use of your personal information

If you are unhappy with the way in which your personal information has been handled, please contact us via katja.jonsas@crac.org.uk and we will try to resolve your issue. If we are not able to resolve the issue to your satisfaction, you can make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner’s Office (ICO) which can be contacted at:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 0303 123 1113; Email: casework@ico.org.uk

9. Changes to this privacy notice

We keep our privacy notices under regular review, and we will inform you of any changes to this notice in writing.

This privacy notice was last updated on 16/02/2024.