## dATA PRIVACY NOTICE: EVALUATION OF THE Royal society research professorship SCHEME

**1. Introduction**

The Royal Society has commissioned an external evaluation of the Research Fellowship scheme. The Careers Research & Advisory Centre (CRAC) has been appointed to design and manage the evaluation, collecting data through a survey and interviews with award holders. As such CRAC acts as data processor (as defined in data protection legislation).

For the purpose of this evaluation, the Royal Society is the data controller in respect of the personal data collected within the scope of this privacy notice. Information about the Royal Society’s approach can be found here:

<https://royalsociety.org/about-us/terms-conditions-policies/privacy-policy/>

The Royal Society’s Senior Manager – Impact and Evaluation Tanja Floyd is responsible for this evaluation: tanja.floyd@royalsociety.org

**2. Uses of your information**

The online survey and any related interviews in this project will collect responses to understand applicants’ and awardees’ views and experiences of the Royal Society Research Professorship, and the impact that holding such a fellowship has.

Results from this survey and interviews will be summarised in an evaluation report that we (CRAC) will write. Its purpose is for the Royal Society to ensure that this scheme runs effectively and is fit for purpose, and/or to inform any adjustments to their design or delivery. In that report, all results will be anonymised, unless further consent from you is obtained, for example to publish a case study.

**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positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason.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 consent, please do so in writing to* *tanja.floyd@royalsociety.org*

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information.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 consent.

**4. What personal information we will collect**

The personal information we will collect and use as part of this project is set out below:

* Name (compulsory in order to match responses to information already held)
* Gender (optional)
* Ethnicity (optional)
* Disability (optional)
* Age (optional)

**5. Storage and sharing of personal information**

CRAC has created the survey using the JISC Online surveys platform. JISC Online Surveys and CRAC as an organisation are certified to ISO 27001, the highest possible standard for information security. During data collection, the data are stored in the Republic of Ireland.

The JISC Online surveys platform GDPR policy is available at:
<https://www.onlinesurveys.ac.uk/gdpr/>

If you wish to submit responses to these surveys in another format, please contact Rachel.handforth@crac.org.uk

The information you submit will be compiled by CRAC and aggregate-level results from survey responses included in our evaluation report (which may be published for the purposes set out above). You will not be identifiable from any such outputs.

**6. 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 (within certain limits)
* Object to processing of your personal information
* 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 tanja.floyd@royalsociety.org

**7. How we protect your personal information**

CRAC has a range of security measures in place 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 certified under ISO 27001

**8. How long we will hold your personal information**

We are 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 submitted through the surveys will be removed from the JISC Online Surveys platform by 31 August 2022 and retained by CRAC only until the conclusion of this project (currently expected to be before 31 August 2022).

**9. 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 tanja.floyd@royalsociety.org 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

**10. 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 2nd February 2022.