

PRIVACY NOTICE

Grant Funded Projects

1. Identity and contact details of the Data Controller

The University of Gloucestershire is registered with the Information Commissioner's Office as a Data Controller and is committed to protecting the rights of individuals in line with Data Protection legislation. A copy of this registration can be found [here](#).

2. Contact details of the Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer at:

Data Protection Officer
University of Gloucestershire
Registrar's Directorate
Fullwood House
The Park
Cheltenham, GL50 2RH

Email: dpo@glos.ac.uk

3. What information do we collect about you?

Solely for the purpose of Grant Funded Projects, the University will keep a record of your name, job title, job grade, monthly payslip and pay details.

Solely for the purpose of Grant Funded Projects, the University may keep a record of your contract of employment.

4. How will your information be used?

The University will process your personal information in order to:

- Apply the correct 'rate per grade' or pay cost to the timesheets that you submit, in order to comply with grant funding agreements.
- Provide evidence to a grant provider, to prove that you are or were employed by the University at a particular date in time.
- Administer the project data to ensure compliance with funder and audit requirements.

Access to your personal information is limited to staff who have a legitimate interest in it for the purposes of completing grant funding returns, and our use of your personal information will not be excessive.

Not being excessive means that the University will supply the absolute minimum information required, and other personal information present will be redacted.

5. What is our lawful basis for processing your personal data?

The University has a legitimate interest in processing your personal information in order to ensure compliance with funder and audit requirements, pursued by the University or by a third party.

6. Who your personal information is shared with?

Your personal information is shared, on a considered and confidential basis, with funders specific to the project to which you may contribute, including the following:

- Relevant Government Departments (e.g. Ministry of Housing, Communities and Local Government, Office for Students)
- Relevant European Commission Department (e.g. Executive Agency for Small and Medium-sized Enterprise)
- Relevant European Funding Coordinator (e.g. GrantXpert)

7. Transfers to third countries and safeguards in place

On occasion, the types of sharing detailed above may involve the transfer of your personal information outside of the European Economic Area (e.g. to report to an overseas research funder). Such transfers usually are necessary in order to meet our contractual obligations with you, and are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

8. How long will your information be held?

Your information will be held for the time period specified in the grant funding agreement. This is generally between 2-5 years following the end of the project.

9. What are your Rights?

Under Data Protection legislation you have the following rights:

- to request access to, and copies of, the personal data that we hold about you;
- to request that we cease processing your personal data;
- to request that we do not send you any marketing communications;
- to request us to correct the personal data we hold about you if it is incorrect;
- to request that we erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data you have provided to us, in a reasonable format specified by you, to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights and freedoms.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Any requests or objections should be made in writing to the University's Data Protection Officer, using the contact details in Section 2 of this Privacy Notice.

10. How to make a complaint

If you have queries, concerns or wish to raise a complaint regarding the way in which your personal data has been processed you should contact the Data Protection Officer in the first instance, using the contact details under Section 2 above.

If you still remain dissatisfied, then you have the right to apply directly to the Information Commissioner's Office (ICO) for a decision. The ICO can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk