

Research and Innovation Division Privacy Notice (for external parties only)

This privacy notice applies to all external persons who engage with UEA's Research and Innovation Division (RID).

RID incorporates four service teams:

- 1. Careers Service**
- 2. Research & Innovation Services**
- 3. Postgraduate Research Service**
- 4. The Library**

This notice tells people who are not UEA staff or students what to expect when each RID service team collects and processes your personal information. If you are a UEA member of staff or student you should read the University's privacy notices published here.

RID is part of the University of East Anglia (UEA). UEA is a registered data controller and will collect and process information in accordance with UK data protection legislation.

Our responsibilities

RID is responsible for supporting and managing the administration of:

- Advertising vacancies to students and graduates; careers events including fairs, management and support of UEA Internship and non-PSRB placements; the UEA Award and other UEA employability development programmes including mentoring, start-up mentoring and enterprise support.
- Library resources, facilities and services
- All research, training and consultancy grant applications and awards and other similar externally-funded grant opportunities (except those for accredited teaching other than via an external stipend award) either through the University or its wholly-owned subsidiary company UEA Consulting Ltd.
- UEA's intellectual property portfolio including licensing and revenue sharing arrangements and external funding to support intellectual property exploitation through its wholly-owned subsidiary company UEA Enterprises Ltd.
- Postgraduate research admissions, postgraduate research student lifecycle administration, and doctoral partnerships.
- Links with external organisations in support of RID/UEA activity.
- Research misconduct

How we collect your information

Most of the information RID use is collected from you directly: either verbally, in writing or by filling in a form. We may also collect your information:

- through the relevant office of your employer, your university of application or registration, or your student registration
- through automated data feeds from other UEA systems

The information we use, and our reasons for using it

Each RID service team will process personal data in different ways, for different purposes. These are outlined below.

1. Careers Service (CCEN)

Careers and business related: vacancy postings, event bookings, internship, placement, mentors, enterprise, engagement with UEA Award administration and customer service management

Who does this apply to?

Any external persons that the Careers Service may come into contact with during the course of its business - the level and type of data would depend upon the nature of the contact.

The information we use

Name, title, Job role, email address, office address and telephone number, bank details, CV information (which may include date of birth, previous roles, qualifications, home address and contact details).

If you contact us or we communicate with you, via email or letter to discuss any aspect of the above then we may retain a copy of that correspondence. If you contact us by telephone we may record details of that conversation in writing for our records and retain a copy.

Why we need to use your information

We process this information so that we can advertise vacancies to students and graduates and build links with external organisations to enhance UEA employability development programmes. This activity forms part of the University's public task.

We will also use personal data in order to fulfil the University's contractual arrangements with businesses and individuals, and process relevant business information for management information purposes to share with other relevant UEA departments for our legitimate business interests.

Further information on how the Careers Service will use personal data of its users is provided via the Career Hub platform terms and conditions.

2. Research and Innovation Services (RIN)

2.1 Research and consultancy: Applications, awards, intellectual property funds and other general grant administration

Who does this apply to?

Any external persons involved through RIN in an application, grant funding arrangement or other RIN-related activity, company contacts, other participants, whether named within a grant/application or involved in the grant/funding/administration process.

The information we use

Name, title, job role, salary grade and salary spine, payroll information, email address, office address and telephone number, CV information which may include date of birth, previous roles, qualifications, home address and contact details, and where relevant fees, stipend, course, supervisor(s), all application forms.

If you contact us or we communicate with you, via email or letter to discuss any aspect of the above then we may retain a copy of that correspondence. If you contact us by telephone we may record details of that conversation in writing for our records and retain a copy.

Why we need to use your information

We process this information to fulfil our contractual requirements, so that we can comply with all external funders/approvers requirements, including information that is required by the

potential funder or review board for submission to them for consideration of an application or grant award or ethical approval.

We also process relevant business information for management information purposes to share with other relevant UEA departments for our legitimate business interests.

2.2 Ethics and governance

Who does this apply to?

All ethics and governance applicants and potential/actual research participants where not covered by a separate privacy notice or information sheet.

The information we use

All applications submitted for ethical and governance approval and associated documentation and information, including information relating to adverse events, (potentially) patient personal information, allegations and investigations of research misconduct and relevant evidence which may include personal medical information where disclosed by you.

If you contact us or we communicate with you, via email or letter to discuss any aspect of the above then we may retain a copy of that correspondence. If you contact us by telephone we may record details of that conversation in writing for our records and retain a copy

We process this information so that we can ensure research is undertaken in an ethical manner with appropriate safeguards, in keeping with the University's public task, and to fulfil the University's contractual arrangements with businesses and individuals. With regard to any medical information we may hold, we will only use this information where required for research purposes. We also process relevant business information for management information purposes to share with other relevant UEA departments for our legitimate business interests.

3. Postgraduate Research Service (PGR)

Postgraduate research and doctoral partnerships: Applications, awards, student admissions and lifecycle, grant administration

Who does this apply to?

Any external persons involved through PGR in the recruitment, supervision or assessment of a postgraduate research enquirer, applicant or student, or involved in the management of or support for a current or proposed doctoral partnership arrangement, or an applicant or student within such an arrangement.

The information we use

Name, title, job role, email address, office address and telephone number, Right to Work check information (e.g. passport scan), CV information which may include date of birth, previous roles, qualifications, home address and contact details, and where relevant fees, expense claims and related correspondence.

If you contact us or we communicate with you, via email or letter to discuss any aspect of the above then we may retain a copy of that correspondence. If you contact us by telephone we may record details of that conversation in writing for our records and retain a copy

Why we need to use your information

We process relevant personal information for those involved in postgraduate research activities or current or proposed doctoral partnerships so that we can fulfil our contractual requirements, comply with academic governance, quality assurance, professional or statutory requirements around the recruitment, supervision and assessment of postgraduate

research enquirers, applicants and students and in the management of doctoral partnerships.

We also process relevant business information for management information purposes to share with other relevant UEA departments for our legitimate business interests.

4. Library Service

Library: library management systems (LMS) for all users and transaction detail

Who does this apply to?

External users of the Library, including both fee-paying and non-fee paying members of co-operative schemes such as the SCONUL Access Scheme and those persons who create a profile on our systems for personalisation services.

The information we use

- Name, username, title, external user type, email address, office address, home address, date of birth expected expiry date, all relevant user IDs; home institution; academic interest.
- transactions in the LMS include information on all loans, returns, requests, fines and other cash transactions with their status, plus usage of the traditional Library catalogue when logged in.
- If you contact us or we communicate with you, via email or letter to discuss any aspect of the above then we may retain a copy of that correspondence. If you contact us by telephone we may record details of that conversation in writing for our records and retain a copy

Why we need to use your information

The Library collects and retains this information to give you access to our library facilities resources and services, and to manage and monitor the effectiveness of those services and their use. In some cases, there will be a contract between you (the Library user) and the Library, but in most cases we will process your data because it is part of the University's public task to provide access to Library resources.

We also collect relevant business information for management information purposes to share with other relevant UEA departments for our legitimate business interests.

Who has access to your information?

Sharing within UEA

RID is part of UEA (the Data Controller). As such we may disclose your personal information to other staff at UEA whose roles require use of such data for any of the purposes listed above, but only to the extent that is necessary to comply with that purpose or with a legal obligation.

Information will only be disclosed on a need-to-know basis in order to support the specific activity in which we are engaging with you.

Sharing data outside UEA

We will share your personal information with external parties only where:

- It is required for the purpose being collected eg research collaboration.
- We are under a duty to disclose or share your data in order to comply with any legal or regulatory obligation

- Your information is being processed on our behalf by a Data Processor approved by the University and where a written contract is in place. Our Data Processors are listed below (see Systems we may access)
- We have an agreement in place with that party to govern the data sharing (e.g. with a funder/approver/doctoral training partner). N.B. Once we have passed the information to the other organisation in these circumstances they will become the data controller in their own right of the information they hold and their own privacy statements/policies apply

We may also anonymise your personal information in order to share reports for internal/external management information purposes.

Systems we may access, use and store some/all of your information:

- Unit 4 Costing and Pricing (RCP) which is part of Unit 4 Business World (UBW), UEA's funding database and finance system
- MyCareerCentral, the Careers Service on-line platform
- MyIP which is UEA's database for recording licensing and revenue share arrangements
- PURE which is a database of research activity and outputs, the externally-focussed part of which is accessible via the UEA website on the Enhanced Pure Portal
- Student admissions and records systems/archives (e.g. TargetX, Blackboard, SITS).
- UEA internal shared drive files and Microsoft Office 365
- UEA hard copy filing systems/archives
- External doctoral training administration systems (e.g. FluidReview).
- External Grant Management Systems (e.g. JeS, e-GAP etc.) as required by the relevant funder/approver which shall be subject to each system's own privacy statement.
- Aleph (Library management system)
- SPOT (Identity management system)
- IRIS (lost property database)
- TALIS (Library reading-list and digitised-content software)
- EDS (Library discovery system, a.k.a. Library Search)
- E:Vision (web-based student records system)
- UEA Debtors system (Tribal SITS:Vision, SAM)
- Eprints, the research outputs database

Keeping your information secure when sharing

When we share your information, all information will be categorised according to UEA's [information classification and data management policy](#).

When we share your information with our collaborators or other third parties and if sent via email etc. this will be done so on a confidential and secure basis, using password protection or encryption where appropriate.

Please be aware that UEA/RID is not in control of the information we enter onto any externally hosted Grant Management System or other such external application/award system. These will be governed by the system owner's privacy statement and controls but we shall endeavour to ensure we only enter information onto a secure system and in accordance with any existing agreements with the third party.

How long we retain your information

RID service teams follow the [University's Record Retention Schedules](#) in relation to the storage and archiving of all information. Retention will vary according to the RID team and any legal requirements.

All paper and digital data will be securely destroyed when no longer required.

Your rights and further information

General information on your rights, and who to contact if you have any concerns about the handling of your personal data can be accessed [here](#).

Changes to this privacy notice

We regularly review the RID privacy notice. This privacy notice was last updated in August 2018.