

Privacy Notice: How the Department of Sociology handles your personal data

The Department of Sociology is part of the University of Surrey. We are registered with the Information Commissioner's Office (our notification number is Z6346945) and we are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. We have a named Data Protection Officer, Suzie Mereweather, who can be contacted via dataprotection@surrey.ac.uk.

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses. In addition to this statement, you may be given further information about the uses of your personal data when you use certain services offered by the University of Surrey.

What information do we collect from you?

The Department of Sociology holds and processes personal data about you when you apply for the Visiting International Fellowship (VIF) scheme. The personal data we hold about you consists of the below:

- Full name
- Gender
- Postal address
- Contact details
- CV
- Personal data about you from third parties, such as referees

Why do we collect this information?

The Department of Sociology collects only the data we need and only for as long as it is needed. We process your personal data in accordance with data protection legislation and our Data Protection Policy.

We collect your personal data in order to:

- Administer the application process and keep you updated on progress.
- Assess your suitability for the fellowship programme and make a decision on your application. The decision is made by the Department's Visiting International Fellow selection committee.
- Contact you to inform you of the decision and make subsequent arrangements.

We process your data to ensure that we can carry out our public role as an educational and research establishment, meeting legal, moral and contractual obligations as laid out in the University's Charter.

If you are successful in your application, please know that your name and current institution will be published on the Department of Sociology's research webpage. If you do not wish for your details to be published on the University website, please let us know by contacting VIF Administrator, Louise Jones at l.jones@surrey.ac.uk.

We consider it to be in the University's legitimate interest to publish the details of our previous VIF holders on the Department of Sociology's research webpage. Our legitimate interests will never override your right to privacy and the freedoms that require the protection of your personal data.

How long do we keep your information?

If your application is unsuccessful, we will hold your information for 6 months at which point your data will be destroyed. However, if your application is successful, we will hold your information for two years. At the end of this period, your data will be destroyed.

Who do we share your information with?

Your details will be shared internally with the University's finance department for the purpose of making expense claims arrangements. Your personal data will not be shared externally with any third parties.

What rights do you have in relation to the way we process your data?

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You can find detailed information about your rights as a data subject on the University's webpage.

You have the right to:

- to ask us to confirm that your personal data is being processed and to access (i.e. have a copy) of that data as well as to be provided with supplemental information about the processing.
- request that we rectify any inaccuracies where the data we hold on you is inaccurate or incomplete
- to have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the data subject rights information on the University's webpage
- to restrict the processing of your personal data in certain ways
 - to obtain your personal data for reuse
- to object to certain processing of your personal data

To exercise any of these rights, please contact dataprotection@surrey.ac.uk.

You also have the right to complain independently to the Information Commissioner's Office about the way in which we process your personal data, if you are not satisfied with our response to your concerns.