Privacy Notice for STAR Hub Impact Grant Applicants

Introduction

STARt Healthy, Stay Healthy (STAR) Hub – Aligning Public and Planetary Health Through Precision Plant-Based Dietary Solutions across the Life-course

The STAR Hub is a UK Research & Innovation (UKRI) Diet and Health Open Innovation Research Club (OIRC) innovation hub. Funded by the Biotechnology and Biological Sciences Research Council (BBSRC), the Hub promotes collaborations between industry and academia.

The STAR Hub supports such collaborations through the allocation of Impact Grant funding via its Business Interaction Voucher, Feasibility Award and/or Flexible Mobility Award schemes.

The Hub's application and review process is managed via REDCap (Research Electronic Data Capture). REDCap is a popular, secure data collection tool with a simple web-based interface originally designed for clinical researchers to manage their study data collection needs. REDCap is compliant with GDPR, and the University of Surrey's REDCap service is managed and maintained solely by internal IT staff members.

The University of Surrey is the "Controller" of your personal data. 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 UK data protection legislation.

The University's Data Protection Officer 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 Privacy Notice provides details about these uses. In addition to this notice, 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?

Under UK data protection legislation, we are only allowed to collect the minimum amount of personal data that we need to

- review and score your application, applying the relevant scheme's eligibility and scoring criteria,
- award the funding to the successful applicants, and
- manage the grant throughout the project's lifecycle, and beyond for evaluation purposes.

STAR Hub team will hold and process the following personal data provided by its Impact Grant funding applicants:
- Name
- Email address
- Department
- Position in organisation

- Organisation name
- Type of organisation
- Location of organisation
- Primary area of expertise.

Furthermore, we will hold and process the financial details provided by Impact Grant applicants, which may include the banded employment costs of the applicant research organisation's staff involved in the delivery of the project as well as their industry partner's project staff's employment costs, which may be provided in the form of in-kind or cash match-funding contributions.

We receive this data from you when you submit to the STAR Hub an application for Impact Grant funding.

Why do we collect this information?

We take our obligations for handling your data very seriously and it is, therefore, important for you to know that we process your personal data on the following legal basis:

When you apply for STAR Hub Impact Grant funding, we ask for your consent when we collect your data specifically to process your application to the relevant STAR Hub Impact Grant funding scheme and to communicate with you about your application as an applicant and/or participant and/or former participant in that scheme.

Copies of the applications will be made available to the STAR Hub evaluation panel in confidence. They will use the information provided in the application for processing the proposal, the award of any consequential funding, and to review the Impact Grant funds.

In addition, the names of applicant organisations and their public project descriptions may be shared with the other five UKRI BBSRC-funded Diet and Health OIRC innovation hubs to establish whether multiple applications by the same partnership exist and, if so, to determine whether the scope of the proposed projects represent a duplication of services, should they be funded.

For successful applications, the information will be used to administer and manage the allocated funds. The names of successful applicant organisations, the public project descriptions, the value of the award and reporting on the impact of the funding will be made publicly available, e.g., on the STAR Hub's website.

In order to meet UKRI BBSRC's obligations for public accountability and the dissemination of information, details of awards may also be made available on the research councils' websites and other publicly available databases, and in reports, documents and mailing lists.

BBSRC will use the information provided for research-related activities, including but not limited to, transfer of funds, statistical analysis in relation to evaluation of the BBSRC OIRC, study of trends and policy and strategy studies.

What do we do with your information?

The University processes personal data and special category data in accordance with UK data protection legislation and its own **Data Protection Policy** (PDF).

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

How long do we keep your information?

We keep your personal data for as long as it is required to perform its purpose or for as long as is required by law. These periods are defined in University Record Retention Schedule which are available **here**.

If unsuccessful, your application will be retained for the duration of the STAR Hub to allow the team to contact you at a later date to discuss with you potential opportunities for the submission a revised application, for example, under another STAR Hub Impact Grant funding scheme or in the event of the STAR Hub's challenge areas having been extended or changed. If you do not wish to be contacted for this purpose, please **contact the STAR Hub Manager** to request for your data to be deleted.

How do we protect your data?

We take the security of your data seriously. Details on University-wide measures regarding IT security can be found in the **Information Security Policy**. This policy specifies the measures that have been implemented to secure information and technology that the University manages and to protect against the consequences of breaches of confidentiality, failures of integrity and interruption of availability. implemented to secure information and technology that the University manages and to protect against the consequences of breaches of confidentiality, failures of integrity and interruption of availability.

We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions contained within a contract, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Who do we share your information with?

Your data will be shared with the STAR Hub reviewers and assessment panel and with UKRI BBSRC, as outlined above.

In addition, successful applications may be shared internally with the University's Legal and Finance teams to support the administration and management of the grant awarded.

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. Find detailed information about **your rights as a data subject**.
You have the right to:

- Withdraw your consent for us to process your personal data where we have relied on that consent as our basis for processing your data.
- 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 about you is inaccurate or incomplete.
- 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 **guide to data subject rights information**.

- Restrict the processing of your personal data in certain ways.
- Data portability – you can ask us to provide you with a copy of your personal data in a commonly used electronic format, so that you can transfer it to other businesses
- Object to certain processing of your personal data.

If you would like to exercise any of your rights, then please click on this **link** to make a Subject Access Request (SAR).

Make a complaint

If you have any concerns about the way that we have handled your personal data, please **email the Data Protection team** as we would like to have the opportunity to resolve your concerns.

If you're still unhappy, you have the right to **complain to the Information Commissioner's Office** (an independent body set up to advise on information rights for the UK) about the way in which we process your personal data.