The Alan Turing Institute and HDR UK transparency notice for studentship applications

Health Data Research UK (HDR UK) (private limited company registered in the UK, company registration no: 10887014) and The Alan Turing Institute (registered charity (1162533) and company limited by guarantee 09512457, based at the British Library, 96 Euston Road, London NW1 2DB) are strongly committed to protecting the privacy of applicants applying for our programmes.

This transparency notice applies to:

- Applicants shortlisted for the HDR UK Turing studentships.
- Referees providing references for applicants

For the purposes of recruitment for these studentships HDR UK and The Alan Turing Institute are considered Joint Data Controllers.

How we use your personal information

If you apply for this programme we collect the following information from you via Flexigrant:

- Name
- Contact information (Email address, phone number, current address)
- Application information (application questions, fee status)
- Academic and employment experience (previous qualifications)
- References

We use this personal information to review your application and interview you.

We also will request the following optional information which you have the choice to share:

- Monitoring information (age, gender, gender identity, ethnicity, disability, sexual orientation, caring responsibilities, religion or belief, socio-economic background)
- Information regarding reasonable adjustments

We will not use this information to review your application but will contact you to discuss reasonable adjustments should you disclose a disability. We will anonymise your monitoring information and use this information to monitor our applications against our equality, diversity and inclusion aims.

If you provide a reference for an applicant, we will collect the following information from you via Flexigrant:

- Name
- Contact information (Email address, phone number, current address)
- Current position/occupation
- Reference details

This information will be collected via Flexigrant and will be securely stored in The Alan Turing Institute’s Sharepoint and/or Flexigrant Application Systems and HDR UK’s Sharepoint System. The servers for Sharepoint and Flexigrant are based in the UK.
We are working to ensure that our information storage and information management policies are in line with the GDPR regulations, the EU legislation protecting personal information rights. Find out more about GDPR.

Lawful Basis for using your personal information
We will only use your personal information where the law allows us to. We use your personal information under the basis of Contract.

Information sharing
We will not sell or rent your information or share it with other companies for marketing purposes.

We will also share your information with our partner universities (University of Birmingham, University of Cambridge, University of Edinburgh, University of Manchester, University of Oxford, Queen's University Belfast, University College London) for the purposes of assessing applications and managing the Studentship.

We share your information with third-party service providers who provide services to us.

The following activities are carried out by third-party service providers on our behalf: archiving and records management; IT support and maintenance.

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes or to send your personal information outside the EEA. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

Information security
We have put in place:

a) appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed; and

b) procedures to deal with any suspected information security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will we keep your personal information?
We will keep your personal information in our Sharepoint or Flexigrant application system for up 6 months after your application or interview if you are unsuccessful. For successful candidates we will keep your application information for up to 7 years following the end of your engagement with us for the lawful processing basis as stated in this document. After 7 years HDR UK will keep the necessary data to identify you and confirm the details of your award including the dates of your award, home university and the degree you were awarded.

Contact us
For further information or to provide feedback on our transparency notice or would like us to remove any of your personal information that we hold, please contact us at academic-recruitment@turing.ac.uk.
Your rights
You have the right to be informed of how we collect and use your information, the right to access this information, to rectification, to erasure, to restrict processing, to information portability, to object to how we use your information, and rights in relation to automated decision making and profiling.

To exercise any of your rights in relation to your personal information, please contact academic-recruitment@turing.ac.uk.

You also have the right to lodge a complaint with the Information Commissioner’s Office (ICO) regarding how we use your information.

Read more about your rights.