

Introduction

IAPETUS2 DTP awards NERC funding to support Doctoral Training in science of the natural environment. This includes the provision of stipend and funds to cover fees, along with additional funds to support additional training and research needs.

In order to run a rigorous academic competition and manage studentships across a partnership encompassing nine institutions, IAPETUS2 DTP processes personal data. Please read the privacy information below – Part 1 comprises a Generic Privacy Notice and Part 2 comprises privacy information specific to the activities of IAPETUS2 DTP.

Please note: application data will be processed separately by the institution you have applied to, in accordance with their terms and conditions.

PART 1 – GENERIC PRIVACY NOTICE

IAPETUS2 DTP and the Universities of Durham, Glasgow, Heriot Watt, Newcastle, St Andrews and Stirling; together with the British Antarctic Survey, the British Geological Survey and the Centre for Ecology & Hydrology hold responsibilities under data protection legislation which include the duty to ensure that we provide individuals with information about how we process personal data. We do this in a number of ways, one of which is the publication of privacy notices. Our privacy notices comprise two parts – a generic part and a part tailored to the specific processing activity being undertaken.

Data Controller

The Data Controller for your data is the University to which you applied. If you would like more information about how your University uses your personal data, please see your University's Information Governance webpages, or contact the following bodies:

Durham University:

[Information Governance Unit](#)

Telephone: (0191 33) 46246 or 46103

E-mail: info.access@durham.ac.uk

Glasgow University:

[Data Protection & Freedom of Information Office](#)

Telephone: (0)141 330 3111

E-mail: dp@gla.ac.uk

Heriot Watt University:

[Governance and Legal Services](#)

Telephone: (0)131 451 3274

E-mail: f.lopez@hw.ac.uk

Newcastle University

[Data Protection office](#)

Telephone: (0191) 208 6000

Email: rec-man@ncl.ac.uk

St Andrews University

[Data Protection office](#)

Telephone: (0)1334 464010

E-mail: dataprot@st-andrews.ac.uk

Stirling University**Legal Compliance**

Telephone: 01786 466670

E-mail: data.protection@stir.ac.uk**British Antarctic Survey****Information Governance**

Telephone: (0)1223 221400

E-mail: foi@bas.ac.uk**British Geological Survey****Data Management Office**

Telephone: 0115 936 3363

E-mail

Centre for Ecology & Hydrology**Privacy Notice webpages**

Telephone: (0)1491 838800

E-mail: cehdataprotection@ceh.ac.uk**Data Protection Officer**

The Data Protection Officer is responsible for advising a 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 the appropriate University:

Durham University:

Telephone: (0191 33) 46144

E-mail: jennifer.sewel@durham.ac.uk**Glasgow University:**

Telephone: (0)141 330 3111

E-mail: data.protection@glasgow.ac.uk**Heriot Watt University:**

Telephone: (0) 131 451 3218

E-mail: foi@hw.ac.uk**Newcastle University**E-mail: rec-man@ncl.ac.uk**Stirling University**

Telephone: 01786 466940

E-mail: data.protection@stir.ac.uk**St Andrews University**

Tel: 01334 46 4010/2776

E-mail: dataprot@st-andrews.ac.uk**British Antarctic Survey**E-mail: foi@bas.ac.uk**British Geological Survey**E-mail: enquiries@bgs.ac.uk**Centre for Ecology & Hydrology**E-mail: cehdataprotection@ceh.ac.uk

Retention

Each University keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in each Universities Records Retention Schedule.

Your rights in relation to your personal data

Privacy notices and/or consent

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

Accessing your personal data

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right on each University's Subject Access Requests webpages:

Durham University
[Subject Access Requests webpage.](#)

Glasgow University
[Subject Access Requests webpage.](#)

Heriot Watt University
[Subject Access Requests webpage.](#)

Newcastle University
[Subject Access Requests webpage.](#)

Stirling University
[Subject Access Requests webpage.](#)

St Andrews University
[Subject Access Requests webpage.](#)

British Antarctic Survey
[Subject Access Requests webpage.](#)

British Geological Survey
[Subject Access Requests webpage.](#)

Centre for Ecology & Hydrology
[Subject Access Requests webpage.](#)

Right to rectification

If you believe that personal data we hold about you is inaccurate, please contact your University and IAPETUS2 DTP and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

Right to erasure

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

Right to restriction of processing

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
Website: [Information Commissioner's Office](#)

PART 2 – PRIVACY NOTICE FOR IAPETUS2 DTP

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to your University, which, by virtue of your application for IAPETUS2 DTP NERC funding, will be processed by IAPETUS2 DTP for the particular purposes stated below.

Type(s) of personal data collected and held by IAPETUS2 DTP and method of collection:

We hold your name, address and contact details as you have provided in your University application form. The DTP will also have a record of your University ID. Application details processed by IAPETUS2 DTP may further include personal data provided to your University in relation to your age, disability, gender identity, marital status, race, religion, sex or sexual orientation depending on the requirements of the institution. For the purposes of transparency, it should be noted that personal data are not used to inform any decisions around funding, but rather are provided in an anonymised form to NERC, and thereby to UKRI, to ensure the funding councils can work towards their Equality and Diversity targets.

Lawful Basis

The DTP processes your data prior to, during and for a period after a programme of study under the basis of your consent which you will provide to your proposed supervisor and University.

We are required to demonstrate our support for students with disabilities, and for this we need to request and hold Special Category data and medical evidence, which we process under our legal obligations to the Equality Act 2010.

Anonymised data on select categories of protected characteristics will be provided to UK Research and Innovation via NERC to inform progress against their widening participation and Equality and Diversity policies, in line with their funding requirements.

IAPETUS2 DTP processes data in respect of statutory obligations, which is part of its public task.

We may also use your personal information where we need to protect your (or someone else's) interests or where it is in the public interest. When we process your personal information we will do so provided your fundamental rights do not override those interests.

How personal data is stored by IAPETUS2 DTP

Personal data will be held by IAPETUS2 DTP for the duration of the Studentship competition on secure servers within the nine participating institutions, with access limited to DTP officers and approved academics. Application data will be shared via secure password-protected links with members of academic staff within our nine partner institutions, and with a limited pool of external reviewers, for the purposes of awarding NERC monies.

After the conclusion of the studentship competition, application data will be held by the host University in accordance with local policy and practice, but may be shared with IAPETUS2 DTP support staff and academics where appropriate to manage the studentship and support applications for additional monies (for example overseas fieldwork, difficult language training, Disabled Students Allowances).

Student data is also held locally by academic departments, colleges and professional support services in email, network storage and paper files.

Details of the successful candidates projects will be shared with the Natural Environment Research Council, who will then post the project details along with the name of the candidate on the Gateway to Research (as per the terms and conditions of accepting the offer of a studentship).

How personal data is processed by IAPETUS2 DTP:

- Provided to academic reviewing panels to make informed and appropriate academic decisions on funding and allocation of IAPETUS2 DTP and NERC grant monies
- Administering study, such as recording of achievements, determination of award and monitoring of attendance
- Administering finance, such as payment of fees
- Monitoring equal opportunities
- Processing student academic appeals and student discipline cases
- Direct mailing of or about (i) student benefits and opportunities offered by or through IAPETUS2 DTP and (ii) IAPETUS2 DTP or partner University activities and events organised for students.

Who IAPETUS2 DTP shares personal data with:

IAPETUS2 DTP will disclose personal data to the Natural Environment Research Council and UK Research and Innovation in accordance with the grant terms and conditions and meeting reporting requirements.

IAPETUS2 DTP will disclose personal data to the IAPETUS2 DTP Studentship Review Committee, comprising of a limited pool of internal and external reviewers, for the purposes of allocating NERC studentships.

IAPETUS2 DTP may share details relating to student illness or special cases with the NERC and IAPETUS2 DTP Directors where the nature of the issue may impact upon IAPETUS2 DTP funding.

How long personal data is held by IAPETUS2 DTP:

Administering study – successful applications, academic progress, transfers and withdrawals	6 years after the end of the NERC DTP grant.
Handling of enquiries from prospective students	1 year after current year
Conduct and results of disciplinary proceedings and academic appeals	6 years after the last action

Processing of tuition fees and scholarship funds	End of the NERC DTP Grant + 7 years
Administration of research grants provided by research councils or corporate sponsors	End of grant + 7 years

How to object to IAPETUS2 DTP processing your personal data:

Any concerns, queries or complaints relating to the potential misuse of data by IAPETUS2 DTP should be sent to the IAPETUS2 DTP manager in the first instance; this should not include concerns around institutional use of data, which should be addressed to the relevant point of contact within the individual institution.

DTP Manager
Durham University
Contact.IAPETUS@durham.ac.uk

Visitors to our websites/webpages:

When someone visits www.IAPETUS2.ac.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Use of cookies by IAPETUS2 DTP

A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie. Cookies allow websites to remember user preferences, choices and selections, such as what's in your shopping basket. Durham University also make use of the Google Analytics service to understand how you navigate around our site.

IAPETUS2 DTP do not use cookies to collect personal information about you.

Links to other websites:

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy notice:

We regularly review our privacy information to ensure that it remains accurate and current. We will review and update this privacy information whenever we plan to use personal data for any new purpose. Any changes to this privacy information will be communicated to you.

Further information:

If you have any questions which you feel have not been covered by this Privacy Notice, please email us or write to:

IAPETUS2 DTP Manager

Telephone: (0191 33) 41023

Email: contact.IAPETUS@durham.ac.uk