

**Privacy Notice:**

**NINE DTP**

**Introduction**

NINE DTP (or The Northern Ireland and North East Doctoral Training Partnership) awards ESRC funding to support Doctoral Training in the Social Sciences. This includes the provision of stipend and funds to cover fees, along with additional funds to support additional training and research needs.

NINE DTP further facilitates the distribution of additional ESRC funding (for instance, additional steered studentships, PhD Innovation Placement monies), and can run competitions for funding on behalf of external agencies (for example selecting candidates for ESRC Postdoctoral Fellowship grants).

In order to run a rigorous academic competition and manage studentships across a partnership encompassing seven Universities, NINE 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 NINE 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**

NINE DTP and the Universities of Durham, Newcastle, Northumbria, Queen’s Belfast, Sunderland, Teesside, and Ulster 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 webpages](https://www.dur.ac.uk/ig/)

Information Governance Unit
Telephone: (0191 33) 46246 or 46103
E-mail: info.access@durham.ac.uk

**Newcastle University**

[Information Governance webpages](https://www.ncl.ac.uk/data.protection/personal.htm)

Records Management

Telephone: (0191) 208 6000

Email: rec-man@ncl.ac.uk

**Northumbria University**

[Information Governance webpages](https://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/gdpr/)

Telephone: 0191 243 7357

E-mail: dp.officer@northumbria.ac.uk

**Queen’s University Belfast**

[Information Governance webpages](https://www.qub.ac.uk/about/Leadership-and-structure/Registrars-Office/Information-Compliance-Unit/)

Information Compliance Unit
Telephone: 028 9097 2505
E-mail: info.compliance@qub.ac.uk

**Teesside University**

[Information Governance webpages](http://www.tees.ac.uk/sections/about/public_information/foi.cfm)

University’s Data Protection Officer

Telephone: 01642 342093

E-mail: dpo@tees.ac.uk

**Ulster University**

[Information Governance webpages](https://www.ulster.ac.uk/about/governance/compliance/data-protection)

Data Protection

E-mail: gdpr@ulster.ac.uk

**University of Sunderland**

[Information Governance webpages](https://my.sunderland.ac.uk/display/SH/Data%2BProtection)

Information Governance Unit

Telephone: (0)191 515 2000

E-mail: dataprotection@sunderland.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:**

Jennifer Sewel

University Secretary

Telephone: (0191 33) 46144

E-mail: jennifer.sewel@durham.ac.uk

**Newcastle University**

Information Security Officer (Compliance)

E-mail: rec-man@ncl.ac.uk

**Northumbria University**

Duncan James

Northumbria’s Records and Information Manager

E-mail: duncan.james@northumbria.ac.uk

**Queen’s University Belfast**

Michelle Beegan / Derek Weir

Information Compliance Officers

Tel: 028 9097 2505

E-mail: info.compliance@qub.ac.uk

**Teesside University**

University’s Data Protection Officer

Tel: 01642 342093

E-mail: dpo@tees.ac.uk

**Ulster University**

Mr Eamon Mullan

Data Protection Co-ordinator

Telephone: 028 7012 3502

E-mail: e.mullan@ulster.ac.uk

**University of Sunderland**

Sam Seldon

Data Protection Officer

E-mail: dataprotection@sunderland.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](https://www.dur.ac.uk/ig/dp/sar/).

Newcastle University

[Subject Access Requests webpage](https://www.ncl.ac.uk/data.protection/personal.htm).

Northumbria University

[Subject Access Requests webpage](https://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/gdpr/gdpr---rights-of-the-individual/right-to-subject-access/).

Queen’s University Belfast

[Subject Access Requests webpage](https://www.qub.ac.uk/about/Leadership-and-structure/Registrars-Office/Information-Compliance-Unit/Freedom-of-Information/Requests-for-Information/).

Teesside University

[Subject Access Requests webpage](http://www.tees.ac.uk/sections/about/public_information/foi.cfm).

Ulster University

[Subject Access Requests webpage](http://www.ulster.ac.uk/guide/useful-info/policies/data-protection/).

University of Sunderland

[Subject Access Requests webpage](https://www.sunderland.ac.uk/help/corporate-legal/freedom-of-information/personal-information/).

**Right to rectification**

If you believe that personal data we hold about you is inaccurate, please contact your University and NINE 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](https://ico.org.uk/)

**PART 2 – PRIVACY NOTICE FOR NINE 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 NINE DTP ESRC funding, will be processed by NINE DTP for the particular purposes stated below.

**Type(s) of personal data collected and held by NINE 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 NINE 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 the ESRC, 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 the Economic and Social Research Council (ESRC) to inform progress against their widening participation and Equality and Diversity policies, in line with their funding requirements.

NINE 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 NINE DTP**

Personal data will be held by NINE DTP for the duration of the Studentship competition on secure servers within the seven participating Universities, 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 seven partner institutions, and with a limited pool of external reviewers, for the purposes of awarding ESRC 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 NINE 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 Economic and Social 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 NINE DTP:**

* Provided to academic reviewing panels to make informed and appropriate academic decisions on funding and allocation of NINE DTP and ESRC 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 NINE DTP and (ii) NINE DTP or partner University activities and events organised for students.

**Who NINE DTP shares personal data with:**

NINE DTP will disclose personal data to the Economic and Social Research Council and UK Research and Innovation in accordance with the grant terms and conditions and meeting reporting requirements.

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

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

**How long personal data is held by NINE DTP:**

|  |  |
| --- | --- |
| Administering study – successful applications, academic progress, transfers and withdrawals | 6 years after the end of the ESRC 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 ESRC DTP Grant + 7 years |
| Administration of research grants provided by research councils or corporate sponsors | End of grant + 7 years |

**How to object to NINE DTP processing your personal data:**

Any concerns, queries or complaints relating to the potential misuse of data by NINE DTP should be sent to the NINE 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.nine@durham.ac.uk

**Visitors to our websites/webpages:**

When someone visits www.ninedtp.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 NINE 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.

NINE 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:

NINE DTP Manager
Telephone: (0191 33) 49216
Email: contact.nine@durham.ac.uk