

Privacy Notice for Research Partners, Collaborators and Contractual Parties

What this Privacy Notice is about

This is a summary of how we protect your personal data and respect your privacy.

This privacy notice is for researchers at other organisations being costed into collaborative research bids with researchers at Kingston University.

How we collect your information

Data is provided either directly by you when jointly submitting a funded research bid or by your organisation.

What types of data we collect

Personal data including: name; job title; email address; research profile; CV; salary information for purposes of costing and pricing a research proposal.

How we use your data

Data will be processed for purposes of preparing, submitting and managing research funding bids.

What legal basis we have for processing your data

In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1) (e) of the UK GDPR:

- Processing is necessary for the performance of a task carried out in the public interest

Where successful, data will form part of the research record.

Who we share your data with

Data may be shared with other collaborators involved in the collaborative funding bid as well as external funding bodies.

The police and other law enforcement agencies, for the prevention and detection of crime.

How long we keep your data for

We keep your personal data only for as long as is necessary.

For full details you can access the University retention schedule on our website at [policies and regulations](#).

Data will be anonymised or securely destroyed at the end of its retention period.

Your rights

Under the GDPR and the Data Protection Act 2018, you have the following rights:

- to access the personal data we hold about you;
- to require us to correct the personal data we hold about you;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format and the right to transmit that data to another controller;
- to object to any of our processing activities where you feel this has a disproportionate impact on your rights;
- to not be subject to a decision based solely on automated processing, including profiling, which has a legal effect on you.

Please note that the above rights are not absolute and we may be entitled to refuse requests where exceptions apply.

Your responsibilities

When considering your personal data, you should ensure that the information that you have provided to the University remains accurate and up to date. You should inform the University as soon as possible if details change.

When handling other people's personal data, you are required to maintain confidentiality and abide by the GDPR principles. These responsibilities are set out in our [Data Protection Policy](#).

Who to contact

If you have any queries about this privacy notice or how we process your personal data, or you wish to request access to the personal data we hold about you:

- KU staff, please speak to your line manager or a member of HR first;
- Non-KU staff, please speak to your contact point for the specific collaboration in the first instance, or if this is not possible, please contact research@kingston.ac.uk for project information;

If you then wish to exercise your rights as a data subject, please use the Data Subject Request form on our website under [policies and regulations](#).

If you have further questions, please email dataprotection@kingston.ac.uk.

If you are not satisfied, you can make a complaint to the Information Commissioner. You can find out more about your rights under data protection legislation from the Information [Commissioner's Office website](#).