

# Access to Research (A2R) Internship Programme

## Local privacy notice

### 1. Introduction

The PGR Diversity Team respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements the following wider University of Leeds privacy notices(s):

- [General privacy notice when you visit the University of Leeds' website](#)
- [Student privacy notice](#)
- [Staff privacy notice](#)
- [Research Participants privacy notice](#)

We keep this Privacy notice under regular review. It was last updated on 08 March 2024.

### 2. About us

The PGR Diversity Team is part of the Educational Engagement Service at the University of Leeds (UoL).

UoL, a company incorporated by the Royal Charter (number RC 000658), is the entity that determines how and why your personal data is processed. This means that UoL is the 'controller' of your personal data for the purposes of data protection law.

### 3. Personal data that we collect about you

Personal data, or personal information, means any information about any individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of data about you. This may include:

- Your name and contact details;



- 'Special category data about you (this may include details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, trade union membership, information about your health etc.);
- The names and other details about third parties who are involved in the issues we are helping you with

Where the processing is based on your consent, you have the right to withdraw your consent at any time by contacting us using the details set out below. Please note that this will not affect the lawfulness of processing based on consent before its withdrawal.

We may also use anonymised data, meaning data which cannot be identified, for the purposes of:

- Service evaluation;
- Education and research; or
- Fundraising and promotional purposes

Anonymised data may also be used in published reports or journals and at conferences.

#### **4. How we use your personal data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To help with your enquiry about the A2R Internship Programme. Depending on the circumstances, this may include special category personal data. Here, the processing of your information is carried out on the basis of your explicit consent;
- To confirm you meet the eligibility criteria outlined in the candidate briefs for A2R Internships. Depending on the circumstances, this may include special category personal data. Here, the processing of your information is carried out on the basis of your explicit consent; or
- To conduct evaluation and reporting for the A2R Internship programme, including as part of UoL's involvement in the Yorkshire Consortium for Equity in Doctoral Education (YCEDE). Here, we will use anonymised data, meaning data which cannot be identified.

#### **5. Who we share your personal data with**

Your personal data will be collected and processed primarily by our staff and UoL (access to your personal information is limited to staff who have a legitimate need to see it for the purposes of carrying out their job at UoL). We may have to share your personal data with the parties set out below for the purposes outlined in section 4:



- The Yorkshire Consortium for Equity in Doctoral Education (YCEDE)
- The Office for Students (OfS)
- UK Research and Innovation (UKRI)

We will only share anonymised data, meaning data which cannot be identified, with third parties for evaluation and reporting purposes.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow third parties to use your personal data for their own purposes – we only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **6. Lawful basis for processing**

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including have a “lawful basis for the processing. The basis for processing will be as follows:

- Consent. You have given us your consent for processing your personal data.

For special category personal data, the following lawful bases for processing will be used:

- Consent. You have given us your consent for processing your personal data.
- Public task. The processing of your personal data may be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.
- Legitimate interests. The processing of your personal data may be necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by your interests or by fundamental rights and freedoms which require protection of personal data.

## **7. International transfers**

We do not transfer your personal data outside of the European Economic Area (EEA).

## **8. Information security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.



## 9. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep personal data according to the [Records Retention Schedule](#).

## 10. Your rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing of your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent

If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

## 11. Contacting us

You can contact UoL by telephoning +44 (0)113 2431751 or by writing to: University of Leeds, Woodhouse, Leeds LS2 9JT.

Please note that UoL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Data Protection Officer

[dpo@leeds.ac.uk](mailto:dpo@leeds.ac.uk)

## 12. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the Data Protection Officer so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioners Office (ICO) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).