

Academy of Medical Sciences Grants Privacy Policy

Overview

Privacy Policy (this "Policy"): governing personal information used by the Academy as part of the various awards/grants managed by it including the Inspire programmes (the "Scheme(s)") and which the Academy works closely on with the other UK National Academies, BEIS and the Other Funders (each as defined below).

Further details on the Schemes offered by the Academy are available on the Academy's website at www.acmedsci.ac.uk.

This Policy should be read in conjunction with the Grant Conditions and Grant Offer Letter which govern any awards made under the Schemes and any relevant policy statements which are available on the Academy's website at www.acmedsci.ac.uk.

You have the right to object to our use of your personal information at any time in certain circumstances. For further information on all of your rights, please see the **Your rights in relation to your personal information** section below. Details of who to contact if you want to exercise these rights can be found in the **Contact information** section below.

Any questions regarding this Policy or the way in which the Academy uses personal information should be sent to the Academy's Data Representative by email to info@acmedsci.ac.uk or by telephoning 02031413200 or by writing to The Data Representative, The Academy of Medical Sciences, 41 Portland Place, London, W1B 1QH.

Key terms

This Policy together with any other terms and conditions or privacy notices which are provided to you when you submit a grant application or otherwise use the online application portal set out the basis on which the Academy will process any personal information received by it (including via its online application portal for the Schemes (such as Flexi-Grant) in relation to a Scheme from:

- a. both successful applicants/awardees (including any co-applicants) ("**Successful Applicant(s)**") and unsuccessful applicants (including co-applicants) ("**Unsuccessful Applicant(s)**") of a Scheme, together the "**Applicant(s)**";
- b. anyone associated with a Scheme, for example, any individuals from the other UK National Academies, BEIS and Other Funders who fund the award/grant being applied for by the Applicant (the "**Associates**") ; and
- c. any Fellows, referees, research officers and sponsors (including but not limited to individuals at institutions and delivery partners) of an Applicant or any individual who is named to support a Scheme such as a Springboard Champion on the Inspire scheme (the "**Fellows**", "**Referees**" "**Research Officers**", "**Sponsors**" and "**Supporters**", as applicable) provided that if a Fellow is an applicant they will be treated as an Applicant for the purposes of this Policy.

In this Policy, where the words “**personal information**” are used these words describe information that is about an individual and which identifies that person such as their name, address and email address. Personal information is protected by law and set out below is a summary of the personal information that the Academy collects, stores and uses in connection with the Schemes.

Where personal information is provided by an individual to the Academy which relates to a third party either during the application process or after a successful award, the individual who has provided that information confirms that it has the consent of the third party or is otherwise permitted to share such personal information with the Academy and that the individual has made the information in this Policy available to the third party.

Responsibilities of the Academy

The Academy is the data controller for the purpose of data protection law, in respect of the personal information collected and used in relation to the Schemes. This is because the Academy dictates the purposes for which the personal information is used.

What personal information do we collect and use?

The personal information that the Academy collects includes:

1. Information provided to the Academy

The personal information that Applicants and Associates provide to the Academy as part of their application and supporting documentation will include their:

- name;
- gender;
- age;
- nationality;
- ORCID ID;
- academic history;
- postal address;
- fax number;
- email address;
- telephone number;
- employment details;
- details of their Host Institution and/or the Overseas Institution;
- financial details including bank account details;
- photographic identification information (such as a driving licence and passport); and
- details of the activity being undertaken by the Applicant (including activity title and evidence submitted by Applicants and Associates of the activity being undertaken such as research data, photographs, videos and minutes of meetings).

Depending on the Scheme, Successful Applicants may also be required to provide:

- proof of completion of the Successful Applicant's PhD (including successful viva) where applicable; and
- electronic signatures.

The Academy may also receive certain sensitive personal information about you. For further information, please see the **special categories of personal information** section below.

This information will be provided:

- a. in the course of communications between the Academy and the Applicants and Associates (including by phone, email or otherwise);
- b. when Applicants register for the online application portal, including Flexi-Grant;
- c. when Applicants submit applications for an award/grant under the Schemes; and
- d. through forms and reports that are completed by the Applicants, including grant acceptance forms for Successful Applicants.

Fellows, Referees, Research Officers, Sponsors and Supporters will provide certain personal information to the Academy as a result of their involvement with an Applicant, Associate or Scheme. This personal information will include:

- name;
- postal address;
- fax number;
- email address;
- telephone number; and
- employment details.

2. Information that the Academy collects from Applicants and Associates

The Academy may collect the following information from Applicants and Associates:

- a. information contained in and records of communications between the Academy and the Applicants and Associates, including emails, letters and text messages;
- b. feedback from Applicants and Associates relating to the Schemes' application processes;
- c. information regarding Applicants' and Associates' marketing preferences; and
- d. information relating to the activity for which funding is being sought by Applicants.

The Academy may also collect the following information from Successful Applicants and Associates:

- a. feedback from the Successful Applicants and Associates relating to the Schemes;
- b. information relating to the Successful Applicants' career progression, developments or successes, such as published papers, additional grant funding or job promotions; and
- c. information relating to the Successful Applicants' financial expenditure arising out of their participation in the Schemes, including details of any flights taken, items or services purchased or equipment bought.

3. Information that the Academy receives from Fellows, Referees, Research Officers, Sponsors, Supporters and other sources

The Academy may receive the following information about Applicants:

- a. information that the Academy obtains from individuals who the Applicants and Associates have listed as Referees, Research Officers, Sponsors and Supporters in the Scheme's application form;
- b. information from Assessors, Peer Reviewers and Fellows relating to panel discussions and peer review meetings as part of the Applicant's application and ongoing review/evaluation process;
- c. information from Supporters or Sponsors to verify that appropriate ethical approvals are in place; and
- d. information relating to Applicants' website traffic data obtained from Flexi-Grant.

The Academy may also receive the following information about Successful Applicants:

- a. information relating to the research and/or any other outputs funded by the Schemes published in peer to peer reviewed journals including where available on the digital archive PubMed Central;
- b. information relating to the progress of the Successful Applicant's research output obtained through the Successful Applicant's submissions to Researchfish, the online research reporting tool; and
- c. information required for case studies.

Special categories of personal information

The Academy will collect certain sensitive personal information about Applicants and Associates. This is sometimes referred to as special categories of personal data. This type of personal information will include information concerning Applicants' and Associates' ethnic origin and information relating to Applicants' health, including any disability they may have.

The Academy collects and uses this information for equal opportunities purposes (see below for further information) and may on an aggregated and anonymised basis:

- share this with organisations which fund the Schemes; and
- publish details on the Academy's website and other third party websites.

Why do we collect personal information?

The Academy uses personal information in connection with applications for, and awards/grants in relation to, the processing, management and operation of the Schemes for the purposes listed in the table below.

What the law says

Under data protection law, the Academy can only use personal information where it has a lawful reason to do so. A lawful reason is one or more of the following:

- the Academy has the consent of the individual;

- the Academy is entering into or is performing a contract, for example, with the Applicant in relation to the provision of an award/grant;
- it is in the Academy's legitimate interests; and
- the Academy is under a legal duty.

When the Academy relies on its legitimate interests it means:

- the pursuit by the Academy of its aims and objectives, or those of a third party;
- compliance with applicable legal and regulatory obligations and any codes of conduct;
- improvement and development of the operation of the Academy and its provision of awards/grants, or those of a third party; or
- the protection of the Academy's aims, objectives and business and those involved with it (such as its Fellows or employees or other stakeholders), or those of a third party.

The Academy has set out its lawful reason for using the personal information it collects or has been provided with in relation to a Scheme under the heading Legal Basis in the table below. Personal information will only be used as stated for the said purposes and/or in such other circumstances where there is an obligation to do so, or as the law permits, or where the Academy has consent to use it in these circumstances.

Where the Academy relies on legitimate interests, it has specified those interests in the table below.

Purpose	Legal Basis
To communicate with the Applicants, Associates, Fellows, Referees, Research Officers, Sponsors and Supporters.	This is in the Academy's legitimate interests in order to process applications for awards and administer and evaluate the Schemes and further the Academy's aims, objectives and business.
To improve and sustain the international networking opportunities of the Schemes.	This is in the Academy's legitimate interests in order to administer the Schemes and further the Academy's aims, objectives and business.
To manage the Academy's activities.	This is in the Academy's legitimate interests because it furthers its aims, objectives and business.
To process the Applicant's Scheme application form and provide feedback on the application to the Applicant and where appropriate to Referees, Research Officers and Supporters (whether successful or otherwise and whether through Flexi-Grant, its online grant management system, or otherwise).	This is in the Academy's legitimate interests in order to administer the Schemes.
To resolve queries relating to the Schemes.	This is in the Academy's legitimate interests in order to administer the Schemes.

To manage a dispute, appeal or complaint.	This is in the Academy's legitimate interests in order to administer the Schemes and benefit the interests of Applicants and Associates.
To operate the Schemes' processing and management information systems (including, without limitation, corresponding about the Schemes with any organisations that fund the Schemes).	This is in the Academy's legitimate interests in order to administer the Schemes.
To manage, operate and evaluate the Schemes.	The Academy relies on either: 1. legitimate interests: This is in the Academy's legitimate interests in order to further its aims, objectives and business. 2. contract: The Academy may also be obliged under a contract with the Applicant and Associate to do this.
To obtain UK and/or international reviewers' and panel assessors' comments including that of Fellows on the Schemes.	This is in the Academy's legitimate interests in order to administer the Schemes.
To prepare materials for use by Fellows, Referees, assessors, peer reviewers and assessment panels in relation to the Schemes.	This is in the Academy's legitimate interests in order to administer the Schemes.
To make payments to Successful Applicants in relation to the Schemes.	The Academy relies on either: 1. legitimate interests: This is in the Academy's legitimate interests in order to administer the Schemes. 2. contract: The Academy may also be obliged under a contract with the Associate and Successful Applicant to do this.
To assess the progress of Successful Candidates during the Schemes and to monitor the progress of collaborative programmes.	This is in the Academy's legitimate interests in order to administer the Schemes and further the aims, objectives and business of the Academy.
To undertake an audit and statistical analysis in relation to the evaluation of research and the study of trends in relation to the Schemes.	The Academy relies on either: 1. legitimate interests: This is in the Academy's legitimate interests in order to administer the Schemes effectively and efficiently and help further the aims, objectives and business of the Academy. 2. consent to use personal information in this way.

To report to the Other Funders, the UK National Academies and any other party responsible for oversight of the Schemes' delivery partners including the Government/BEIS, on the impact of the Schemes.	The Academy relies on either: 1. its legitimate interests: This is in the Academy's legitimate interests in order to comply with its obligation to BEIS and Other Funders (defined below). 2. consent to use personal information in this way.
To inform applicants of any other Academy or UK National Academies (as defined below) or another organisation's funding or mentoring opportunities, meetings, publications and events, initiatives or personal or career development opportunities, if applicable, in accordance with any contact preferences expressed.	The Academy relies on either: 1. legitimate interests: This is in the Academy's and the Associates' and Applicants' legitimate interests as it furthers the aims, objectives and business of the Academy and benefits Associates and Applicants by identifying useful opportunities. 2. consent to use personal information in this way.
To allow Successful Applicants to participate in various activities connected with the Schemes, including professional training and mentoring opportunities.	The Academy relies on the Applicants' and Associates' consent for this.
To invite participation in surveys to provide feedback in relation to the Schemes; the Academy's processes and the impact of the Academy's activities.	This is in the Academy's legitimate interests to improve the service Applicants and Associates receive.
To publicise details of successful grants.	The Academy relies on either: 1. the Successful Applicants and Associates' consent for this; or 2. legitimate interests: it is in its legitimate interests to publicise the work it is involved in to further its aims.
To prepare annual reports linked to a Successful Applicant's grant or mentoring and including basic details of awards.	This is in the Academy's legitimate interest to assess the inputs and outputs of the Schemes.
To comply with any legal or regulatory obligations (including in connection with a court order).	This is to comply with the Academy's legal obligations.
To evaluate the inputs and outputs of the Schemes in conjunction with the UK National Academies, Other Funders, Fellows and any other contractors involved in the evaluation of the Schemes.	This is in the Academy's legitimate interests to assess the success of the Schemes.
To monitor the equality, diversity and inclusion of participation in Academy activities.	Legitimate interests: We need to monitor this type of personal information to ensure our aims are being fulfilled in a way which

	promotes equality of opportunity or treatment.
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The Academy may be required to obtain personal information to enable it to fulfil the terms of its contract with the Applicant and Associate or in preparation of the Academy entering into a contract with the Applicant. A failure to provide this information could result in an application being rejected.

Special categories of personal information

The Academy may also use health information to manage the Scheme, for example, to extend the Scheme due to a period of sickness absence.

When we process your special category personal information we will rely on either of the following legal bases:

- your **explicit consent**; or
- one or more of the other legal bases set out in the table above and the use is:
 - **necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity** (for example, when a court issues a court order requiring the processing of your sensitive personal information); or
 - in your **vital interests**.

Where we use your special category of personal information for equal opportunities monitoring (for further information see below), we will do so in reliance on the basis that it is in the **substantial public interest to have equality of opportunity or treatment**.

Our commitment to equal opportunities

To help us meet our commitment to equal opportunities, we may collect information on nationality, age, ethnic origin and disability. This information is only available to us if you choose to supply it and is only used for equality, diversity and inclusion purposes.

Where we collect Special Categories of personal information for equal opportunities monitoring (such as your ethnic origin or information regarding a disability you may have) we will process this in accordance with the **Special category of personal information** section immediately above.

We report equal opportunities information annually on our website on an aggregated and anonymised basis.

Who the Academy discloses personal information to

The Academy will share personal information with the organisations described below for the purposes set out above:

- a. the British Academy, the Royal Academy of Engineering and the Royal Society (together the "**UK National Academies**"). For example, when the Academy collaborates with the UK National Academies to deliver its Joint Academies Resilient Futures programme;
- b. any government department that may fund any of the Schemes (including the Department for Business, Energy and Industrial Strategy ("**BEIS**") and any successor government body to BEIS and other government funders);
- c. any UK and International Funding Communities;
- d. any Supporters of an Applicant or Associate;
- e. the International Commission for Aid Impact and any other organisation responsible for the oversight of the Schemes' delivery partners;
- f. the Academy's business partners, evaluators, suppliers and sub-contractors (including any provider of online services relating to online grant management, including Flexi-Grant, and who may transfer personal information to a third party host service provider);
- g. other companies and entities within the Academy's group (which the Academy are a member of);
- h. the Academy's professional advisors (including accountants and lawyers) that assist the Academy in carrying out its business activities;
- i. external agencies and organisations (including the police, the relevant local authority and other law enforcement agencies) for the purpose of complying with applicable legal and regulatory obligations;
- j. Host Institutions and/or Overseas Institutions of Successful Applicants;
- k. the panel processing the Applicants' submissions as well as Fellows and other peers reviewing Applicants' Submissions; and
- l. other funders of the Schemes which are listed on the Academy website.

The Academy will also disclose the personal information of Applicants, Associates, Fellows, Referees, Research Officers and Sponsors to other third parties, for example:

- a. if the Academy or substantially all of the Academy's assets are acquired by a third party (or are subject to a reorganisation within the Academy's corporate group), personal information held by the Academy will be one of the transferred assets;
- b. if the Academy is under a duty to disclose or share such personal information in order to comply with any legal obligation, to investigate fraud, credit risk reduction purposes or it is in the public interest or in order to enforce or apply the Grant Offer Letter and Grant Conditions; and
- c. in other situations where the Academy has the consent of the individual to do so (if this is required).

To maintain public accountability, the Academy will publish, including on its website, or disclose into the public domain (for example, via publically accessible databases such as Researchfish), details of the Schemes and any awards/grants made under it, including the name of Successful Applicants and Associates; research outputs and a summary of their proposal.

Information which will be disclosed in this way, in accordance with any preferences indicated, will include:

- a. details of Successful Applicants (or co-Applicants, if relevant) (title, forenames, initials, surname); names of the UK and/or international host research organisation and department; the type of award/grants; the title of the awarded activity; and/or
- b. technical and non-technical abstracts of any awarded proposal; value and duration of the award; name(s) of activity partner organisations; applicant's nationality.

Where personal information is shared with a third party it will be limited to that which is required for the particular purpose and we will take steps to protect it.

We will always treat your personal information with the utmost respect and **we will never sell or share it with other organisations to allow them to send you marketing (including fundraising).**

Transferring your personal information out of the EEA

It may be necessary to share your personal information outside of the European Economic Area (EEA) for example due to the international nature of some of our Schemes. This may include:

- our service providers located outside the EEA;
- if you are based outside the EEA;
- if a fellow, staff member or peer reviewer accesses personal information remotely through one of our secure systems whilst travelling or residing outside the EEA; or
- if we collaborate with an institutional partner in a country outside the EEA in relation to a Scheme. This will be made clear to any Applicants of the Scheme.

These transfers are subject to special rules under European and UK data protection law. We make sure that transfers are limited to the minimum amount of information possible. To obtain further information about where your personal information may be transferred to, please contact us using the details in the **Contact Information** section below. When we transfer your personal information outside the EEA, we will take reasonable steps to ensure that such information will be adequately protected, in particular by either:

- using standard data protection clauses which have been adopted by the European Commission and can be accessed [here](#); or
- in respect of some transfers to the United States, in reliance on the EU/US Privacy Shield. For further information please see www.privacyshield.gov/welcome.

This approach is compliant with applicable data protection law (being Articles 45 and 46.2 of the General Data Protection Regulation). For further information about these transfers and the safeguards in place (including to obtain a copy of any documents in place), please contact us using the details in the **Contact Information** section below.

How we protect your personal information

It is the Academy's policy to ensure that all personal information held by the Academy is handled correctly and appropriately according to the nature of the information, the risk associated with mishandling that information, including the damage that could be caused to an individual as a result of loss, corruption and/or accidental disclosure of any such information, and in accordance with any applicable legal requirements.

Unfortunately, the transmission of information via the internet is not completely secure. Although the Academy will seek to protect personal information, it cannot guarantee the security of personal information transmitted to any online application portal and any transmission is at the individual's own risk.

The Academy will put in place appropriate security measures to seek to keep personal information secure. The Academy undertakes regular security and risk reviews and monitors all of the controls that it has in place to ensure the security, accuracy and integrity of the personal information it holds.

Individuals should notify (by email, telephone or in writing using the contact details below) the Academy if any personal information is incorrect or out of date. Registered users of any relevant online application portal (for instance, the online grant management system Flexi-Grant) will also be able to access and update their details online.

How long your personal information will be kept

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including satisfying any legal, accounting or reporting requirements. To determine the appropriate retention period for personal information, we consider the amount, nature and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of it, and the purposes for which we process your personal information.

For example, we will retain personal information related to Unsuccessful Applicants for a period of 6 years from the date we make a decision in relation to the relevant application.

If you are successful in your application we will retain your personal information for the duration of the Scheme and following the completion of the Scheme we will retain personal information relating to your involvement in the Scheme as part of our commitment to retaining a true and accurate historical record of the activities and business of the Academy as a national institution. It is in the public interest to retain these archiving records.

We regularly review our databases and when it is no longer necessary to retain some or all of your personal information, we will delete or anonymise it. In some circumstances we may anonymise your personal information (so it can no longer be associated with you) for research or statistical purposes without further notice to you. For further information on retention periods, please contact the Data Representative using the details below.

Your rights in relation to your personal information

You have certain rights in relation to your personal information . Some of these rights only apply in certain circumstances, and may be subject to exemptions. The table below sets out a summary of your rights, which can be exercised by contacting info.acmedsci.ac.uk:

	Summary of your rights
Right of access to your personal information	<p>You have the right to receive a copy of your personal information that we hold about you, subject to certain exemptions.</p> <p>We may require further information in order to respond to your request (for instance, evidence of your identity and information to enable us to locate the specific personal information you require).</p>
Right to rectify your personal information	<p>You have the right to ask us to correct your personal information that we hold where it is incorrect or incomplete.</p>
Right to erasure of your personal information :	<p>You have the right to ask that your personal information be deleted in certain circumstances. For example:</p> <ul style="list-style-type: none"> • where your personal information is no longer necessary in relation to the purposes for which they were collected or otherwise used; • if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal information ; • if you object to the use of your personal information (as set out below); • if we have used your personal information unlawfully; or • if your personal information needs to be erased to comply with a legal obligation.
Right to restrict the use of your personal information	<p>You have the right to suspend our use of your personal information in certain circumstances. For example:</p> <ul style="list-style-type: none"> • where you think your personal information is inaccurate but only for so long as is required for us to verify the accuracy of your personal information ; • the use of your personal information is unlawful and you oppose the erasure of your personal information and request that it is suspended instead; • we no longer need your personal information , but your personal information is required by you for the establishment, exercise or defence of legal claims; or • you have objected to the use of your personal information and we are verifying whether our

	grounds for the use of your personal information override your objection.
Right to data portability	<p>You have the right to obtain your personal information in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. The right only applies:</p> <ul style="list-style-type: none"> • to personal information which you have provided to us; • where the use of your personal information is based on your consent or is necessary for the performance of a contract; and • when the use of your personal information is carried out by automated (i.e. electronic) means.
Right to object to the use of your personal information (including to object to direct marketing, automated decision making and profiling)	<p>You have the right to object to the use of your personal information in certain circumstances and subject to certain exemptions. Examples of this right include;</p> <ul style="list-style-type: none"> • where you have grounds relating to your particular situation and we use your personal information for our legitimate interests (or those of a third party); • where we use your personal data to take a decision which is based solely on automated processing where that decision produces a legal effect or otherwise significantly affects you; and • if you object to the use of your personal information for direct marketing purposes.
Right to withdraw consent	You have the right to withdraw your consent at any time where we rely on consent to use your personal information .
Right to complain to the relevant data protection authority	You have the right to complain to the relevant data protection authority, which is, in the case of the Academy, the Information Commissioner's Office, where you think we have not used your personal information in accordance with data protection law.

To exercise any of these rights please contact info@acmedsci.ac.uk

Mentoring

The Academy offers Successful Applicants the opportunity for mentoring and to be part of various programmes. Please see <https://acmedsci.ac.uk/privacy-policy> for a separate privacy policy for Successful Applicants who decide to join these separate programmes.

Changes to this Policy

Where appropriate, the Academy will communicate any future changes to this Policy by email, letter, pop-up on the Academy website or other method of communication as the

Academy may consider appropriate. Where appropriate, the updated Policy will take effect as soon as it has been updated or as otherwise communicated to individuals.

This Policy was last updated in June 2018.

Cookies

Please see the Academy's [cookies policy](#) for a summary of the cookies which may be placed on your device and your rights in relation to those cookies.

How to complain

We hope we can resolve any query or concern you may raise about our use of your personal information. If you wish to complain, the first step is to write or speak to the member of Academy staff who has been your contact point. If this does not apply, or you would prefer not to refer your complaint to a staff contact, or you are not satisfied with the response, you should write to the Data Representative at the Academy using the details below.

Your complaint will be acknowledged within 3 working days and we will try to ensure you receive a response within 21 working days of us sending you our acknowledgement. If we cannot give you a full response within this time we will let you know how long it will take. We will contact you if we require further information.

We will investigate your complaint but if you are not satisfied with our response, or believe we are processing your personal information unlawfully, you can complain to the UK Information Commissioner's Officer by calling 0303 123 1113. Further information about your rights and how to get in contact is set out on the ICO website at www.ico.org.uk.

The EU General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or EEA) State where you work, normally live or where any alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner.

Contact information

Please contact us or our Data Representative by post, email or telephone if you have any questions about this privacy policy or the information we hold about you.

Our contact details	Our Data Representative
info@acmedsci.ac.uk Tel : 0203141 3200 Post: The Academy of Medical Sciences	Chris Straw Director of Finance & Resource

41 Portland Place London W1B 1QH	
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