

The Academy of Medical Sciences (the “Academy”)

Privacy Policy (this “Policy”): governing personal information used by the Academy as part of awards managed by it under the Global Challenges Research Fund (GCRF) (the “Scheme”) and which the Academy works closely on with the other UK National Academies (see below for further detail). This Policy should be read in conjunction with the Grant Conditions and Grant Offer Letter which govern any awards made under the Scheme.

Introduction

This Policy sets out the basis on which the Academy will process any personal information received as part of the Scheme from both successful and unsuccessful applicants for participation in such Scheme (the “**Applicants**”) and anyone associated with such Scheme (for instance, but not limited to, those who mentor Applicants as part of any mentoring scheme or those who, or who are part of any company that, fund any grants) (the “**Associates**”).

In this Policy, where the words “**personal information**” are used these words describe information that is about the Applicants and Associates and which identifies the Applicants and Associates. We have set out below a summary of the personal information that the Academy collects, stores and uses in connection with the Scheme.

If an Applicant or Associate is providing personal information to the Academy relating to a third party either during the application process or after a successful award, the Applicant or Associate hereby confirms that it has the consent of the third party to share such personal information with the Academy and that the Applicant or Associate 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 as part of the Scheme. This is because the Academy dictates the purpose for which personal information of the Applicants and Associates is used and how the Academy uses the personal information of the Applicants and Associates.

Personal information held by the Academy

The personal information that the Academy collects includes:

1. Information that Applicants and Associates provide to the Academy

The information that Applicants and Associates provide to the Academy may include their name, postal address, email address, telephone number, employment details, details of their Host Institution, bank account details, photographic identification information (such as a driving licence and passport) and details of the project being undertaken by the Applicant (including evidence submitted by Applicants and Associates of the activity being undertaken such as photographs, videos and minutes of meetings). This information may 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;
- (c) when Applicants submit applications for a grant under the Scheme;
- (d) through forms and reports that are completed by the Applicants.

2. Information that the Academy collects 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) information regarding Applicants and Associates' marketing preferences;
- (c) information relating to the project for which funding has been provided; and
- (d) feedback from the Applicants and Associates relating to the Scheme.

3. Information that the Academy receives from other sources

- (a) information that the Academy obtains from individuals who the Applicant and Associates have listed as references in the Scheme application form; and
- (b) information relating to panel discussions and peer review meetings as part of the application and ongoing review/evaluation process.

Sensitive personal information

The Academy may also collect certain sensitive personal information about Applicants and Associates. This may include information concerning Applicants' and Associates' ethnic origin and any disability they may have. The Academy collects and uses this information for equal opportunities purposes (see below for further information) and may share this with the organisation that funds the Scheme on an aggregated and anonymised basis.

How the Academy uses personal information

The Academy uses personal information in connection with applications for, and awards in relation to, the management and operation of the Scheme for the following purposes. The Academy will use personal information for managing and administering the Scheme. For each of these purposes, the legal basis on which personal information is processed is set out below.

Purpose	Legal Basis
To communicate with the Applicants and Associates.	This is in the Academy's legitimate interests in order to administer the Scheme and further the Academy's aims and objectives.
To manage the Academy's activities.	This is in the Academy's legitimate interests because it furthers its aims and objectives.
To process the Applicant's Scheme application form and provide feedback on the application (whether successful or otherwise).	This is in the Academy's legitimate interests in order to administer the Scheme.

Purpose	Legal Basis
To resolve queries relating to the Scheme from the Applicants or Associates.	This is in the Academy's legitimate interests in order to administer the Scheme.
To operate the Scheme's processing and management information systems (including, without limitation, corresponding about the Scheme with any organisation that funds the Scheme).	This is in the Academy's legitimate interests in order to administer the Scheme.
To manage and operate the Scheme.	This is in the Academy's legitimate interests in order to further its aims and objectives. 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 on the Scheme.	This is in the Academy's legitimate interests in order to administer the Scheme.
To prepare materials for use by referees, assessors, peer reviewers and assessment panels in relation to the Scheme.	This is in the Academy's legitimate interests in order to administer the Scheme.
To make payments to Applicants in relation to the Scheme.	This is in the Academy's legitimate interests in order to administer the Scheme. The Academy may also be obliged under a contract with the Associate and Applicant to do this.
To undertake statistical analysis in relation to the evaluation of research and the study of trends in relation to the Scheme.	This is in the Academy's legitimate interests in order to administer the Scheme effectively and efficiently. The Academy may also rely on consent to use personal information in this way.
To report to funders, the UK National Academies and any other party responsible for oversight of the GCRF group delivery partners including the Government, on the impact of the Scheme.	This is in the Academy's legitimate interests in order to comply with its obligation to BEIS (defined below). The Academy may also rely on consent to use personal information in this way.
To inform Applicants of any other Academy or UK National Academies (as defined below) funding or mentoring opportunities, meetings, publications and events or personal development opportunities, if applicable, in accordance with any marketing preferences expressed.	This is in the Academy's and the Associate's and Applicant's legitimate interests as it furthers the aims of the Academy and benefits Associates and Applicants by identifying useful opportunities. The Academy may also rely on consent to use personal information in this way.
To invite Applicants to participate in surveys to provide feedback in relation to the Scheme.	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 the Applicants and Associates' consent for this.

Purpose	Legal Basis
To prepare annual reports linked to an Applicant's grant or mentoring.	This is in the Academy's legitimate interest to assess the inputs and outputs of the Scheme.
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 Scheme in conjunction with the UK National Academies, BEIS and any other contractors involved in the evaluation of the Scheme.	This is in the Academy's legitimate interests to assess the success of the Scheme.
To carry out equal opportunities monitoring.	This is to promote or maintain equality.

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 may result in your application being rejected.

Who the Academy discloses personal information to

The Academy may 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**");
- (b) the government department that funds the Scheme (including the Department for Business, Energy and Industrial Strategy ("**BEIS**") and any successor government body to BEIS);
- (c) the International Commission for Aid Impact and any other organisation responsible for the oversight of the GCRF group delivery partners;
- (d) the Academy's business partners, suppliers and sub-contractors (including any provider of online services relating to online grant management);
- (e) other companies and entities within the Academy's group (which the Academy are a member of);
- (f) the Academy's professional advisors (including accountants and lawyers) that assist the Academy in carrying out its business activities; and
- (g) 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.

The Academy may also disclose Applicants and Associates' personal information to other third parties, for example:

- (a) in the event that the Academy sell or buy any business or assets, the Academy will disclose Applicants and Associates' personal information to the prospective seller or buyer of such business or assets;
- (b) 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; and

- (c) if the Academy is under a duty to disclose or share the Applicants or Associates' personal information in order to comply with any legal obligation, or in order to enforce or apply the Grant Offer Letter and Grant Conditions.

To maintain public accountability, the Academy may publish, including on its website, or disclose into the public domain (for example via publically accessible databases such as Research Fish), details of the Scheme and any awards made under it, including the name of Applicants and Associates and a summary of their proposal.

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

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

Where the Academy transfers personal information to

The Academy may process Applicants and Associates' personal information both within and outside the European Economic Area ("**EEA**"). If the Academy transfers personal information outside of the EEA, it will implement appropriate and suitable safeguards to ensure that such data will be protected as required by applicable data protection law. For further information as to the safeguards the Academy implements please contact info@acmedsci.ac.uk

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 the online application portal and any transmission is at the Associate's or Applicant's own risk. Once the Academy has received personal information, it will use strict procedures and security features to try to prevent unauthorised access.

Maintenance of data

The Academy will put in place appropriate security measures to seek to keep personal information secure.

The Applicants and Associates should notify 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) might also be able to access and update their details online. The Academy will then consider how best to update the data.

Personal information retention

The Academy is committed to retaining a true and accurate record of the core activities and business of the Academy in relation to the Scheme for archival and business purposes, while destroying records and data the Academy considers to be redundant.

The Academy will retain your personal information for as long as is necessary to satisfy the purposes for which it holds the information. For further information, please contact info@acmedsci.ac.uk.

Rights of Applicants and Associates

Applicants and Associates have certain rights with respect to their personal information. These rights may only apply in certain circumstances and are subject to certain

exemptions. The table below sets out a summary of Applicants and Associates' rights and who should be contacted if the Applicant or Associate wishes to exercise them.

	Summary of Applicants and Associates' rights	Who to contact
Right of access to personal information	The Applicants and Associates have the right to receive a copy of the personal information that the Academy holds about them, subject to certain exemptions.	info@acmedsci.ac.uk
Right to rectify personal information	The Applicants and Associates have the right to ask the Academy to correct the Applicants or Associates' personal information that the Academy holds where it is incorrect or incomplete.	info@acmedsci.ac.uk
Right to erasure of personal information	The Applicants and Associates have the right to ask that their personal information be deleted in certain circumstances. For example (i) where the Applicants or Associates' personal information is no longer necessary in relation to the purposes for which they were collected or otherwise used; (ii) if the Applicants or Associates withdraw their consent and there is no other legal ground for which the Academy relies on for the continued use of the Applicants or Associates' personal information; (iii) if the Applicants or Associates object to the use of their personal information (as set out below); (iv) if the Academy has used the Applicants or Associates' personal information unlawfully; or (v) if the Applicants or Associates' personal information needs to be erased to comply with a legal obligation.	info@acmedsci.ac.uk
Right to restrict the use of personal information	The Applicants and Associates have the right to suspend the Academy's use of the Applicants or Associates' personal information in certain circumstances. For example (i) where the Applicants or Associates think their personal information is inaccurate and only for such period to enable the Academy to verify the accuracy of the Applicants or Associates' personal information; (ii) the use of the Applicants or Associates' personal information is unlawful and the Applicants or Associates oppose the erasure of the Applicants or Associates' personal information and request that its use is suspended instead; (iii) the Academy no longer needs the Applicants or Associates' personal information, but the Applicants or Associates' personal information is required by them for the establishment, exercise or defence of legal claims; or (iv) the Applicants or Associates have objected to the use of their personal information and the Academy is verifying whether its grounds for the use of the Applicants or Associates' personal information overrides their objection.	info@acmedsci.ac.uk

	Summary of Applicants and Associates' rights	Who to contact
Right to data portability	The Applicants and Associates have the right to obtain their 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 where the use of the Applicants or Associates' personal information is based on their consent or for the performance of a contract, and when the use of the Applicants or Associates' personal information is carried out by automated (i.e. electronic) means.	info@acmedsci.ac.uk
Right to object to the use of personal information (including to object to direct marketing)	The Applicants and Associates have the right to object to the use of their personal information in certain circumstances. For example (i) where the Applicants or Associates have grounds relating to their particular situation and the Academy uses their personal information for its legitimate interests (or those of a third party); and (ii) if the Applicants or Associates object to the use of their personal information for direct marketing purposes.	info@acmedsci.ac.uk
Right to withdraw consent	The Applicants and Associates have the right to withdraw their consent at any time where the Academy relies on consent to use the Applicants and Associates' personal information.	info@acmedsci.ac.uk
Right to complain to the relevant data protection authority	The Applicants and Associates have the right to complain to the relevant data protection authority, which in the case of the Academy is the Information Commissioner's Office, where the Applicants or Associates think the Academy has not used their personal information in accordance with data protection law.	info@acmedsci.ac.uk

Equal opportunities monitoring

To help the Academy meet its commitment to equal opportunities, it may carry out monitoring of certain information relating to Applicants and Associates. This currently covers ethnic origin, gender, age, nationality and disability. The Academy does this by occasionally asking Applicants and/or Associates to complete a voluntary questionnaire.

The questionnaires are then kept by the Academy on an anonymous basis. The Academy may also collate the information from the questionnaires into anonymous and aggregated statistics and share this anonymised and aggregated information with the organisation that funds the Scheme and use this information in Academy publications.

Changes to this Policy

Any changes the Academy makes to this Policy in the future will be notified to the Applicants and Associates by email. The updated Policy will take effect as soon as it has been updated or otherwise communicated to Applicants and Associates.

Queries

Any questions regarding this Policy or the way in which the Academy uses personal information should be sent to the Academy by email to info@acmedsci.ac.uk.

This Policy was last updated in 4 September 2017.