

Privacy Notice

How we use your data

This Privacy Notice outlines how the Research and Innovation team at the University of Kent collects, uses and manages the personal information of individuals as part of Research and Innovation Services process in accordance with data protection law.

This privacy notice explains your rights regarding that information. We are committed to being transparent about how we collect and use your data.

The University of Kent is registered as a 'Data Controller' under registration number Z6847902. [View the full entry on the register](#)

What information are we collecting?

We hold and process personal data about staff, research students and research related collaborators and visitors.

The personal data we hold about you consists of:

- Name
- Contact Details
- Date of birth
- Identifiers such as
 - Staff ID
 - ORCID ID (a persistent digital identifier that a researcher owns and controls, and that distinguishes them from every other researcher)

We also keep information relating to research performance such as:

- Research grant information
- Bibliometric information
- Output and impact ratings

We receive this data from you, when you respond to emails and when you complete a proposal on Worktribe.

We also receive names, contact details, research grant information ratings and bibliometric information from third parties. These third parties include:

- Subscription services, e.g. Scopus, Web of Science, SciVal
- Funding bodies
- External reviewers output and impact ratings

Why do we collect his information?

The University collects only the data we need and we keep the data up to date and only for as long as it is needed. In the research context, we collect your personal data in order to:

- Identify potential research collaborations and opportunities
- Support research strategy and planning
- Support you in bid development
- Assist you with commercialisation and/or consultancy opportunities arising from your research
- Create internal reports
- Assess research performance, including its quantity and impact
- Support the University's submissions to national research assessment exercises
- We use the data listed above in analysis of individual's performance related to research assessment exercises, such as the Research Excellence Framework REF
- To record your contact preferences and manage our mailing list

Our lawful basis for processing your data

We take our obligations for data handling very seriously and it is therefore important for you to know the lawful basis under which we process your information:

Where we are supporting your bids and supporting research strategy and planning and identifying potential research collaborations and opportunities, processing is necessary for the performance of a task carried out in the public interest as these activities are integral to the undertaking of research. – Article 6(1)(e)

Where processing is necessary for a contract we have with you – Article 6(1)(b)

Where we are required to comply with a legal obligation – Article 6(1)(c)

Where we are using your personal data in the assessment of research performance, or to assist you with commercialisation and consultancy opportunities, or to create internal reports (e.g. for management information) or support the University's submission to national research assessment exercises, processing is necessary for the purposes of the legitimate interests of the University of Kent. – Article 6(1)(f)

Where we have your consent to undertake a specific processing activity (sending you promotional emails) – Article 6(1)(a)

These purposes will never override your personal interests, fundamental rights and freedoms which require protection of your personal data.

What do we do with your information?

Your personal information may be shared internally with members of:

- Divisions (R&I Directors, R&I Managers and R&I Teams)
- Executive Group
- Finance (Central and Divisional)
- REF Unit of Assessment (UOA) leads, during the Research Excellence Framework (REF) life cycle

We also combine your data with data received from the third parties listed above in order to assess performance; identify opportunities for collaboration and support research strategy and planning.

How long do we keep your information?

We keep your personal data in accordance with the University's retention schedules. This means that your data is kept for a maximum of 7 years (unless funding regulations determine that the personal data must be held for a longer period) and then destroyed/passed to the University's historical archive for permanent preservation.

Who do we share your information with?

Internally, we share your personal data with:

- Colleagues to help them support your bids and strategic research and to facilitate events and training
- Colleagues in Finance to help support research projects once they have been awarded
- Strategic planning to enable them to produce internal reports, and contribute to submissions to national research assessment exercises and research performance analysis
- Directors of Centre, School and Division to enable them to manage research effectively and strategically
- Information Services who host the data for our online systems.

Externally we share your personal data with:

- Research England as a requirement of national research assessment exercises.
- Research funders as part of the bidding process for external research funding.
- Appointed external auditors for the auditing of funded projects. We do this to comply with a legal obligation.
- We are required to transfer financial information on funding to the Office for Students.

Transfer of your information outside of the UK

When it is necessary for us to transfer your personal information across national boundaries to a third party data processor, such as one of our service providers, we will ensure this safeguards your personal information by requiring such transfers are made in compliance with all relevant data protection laws.

We use [Worktribe](#) to store our data. All data is stored in the United Kingdom.

Security

We will ensure that security measures are in place to prevent the accidental loss, unauthorised use or access to your data. Access is given to staff on a 'need to know' basis and permissions set to give access to relevant staff only. Our staff are required to keep your data safe and complete data protection training.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by University employees in the proper performance of their duties.

We have procedures in place to deal with any data security incidents and will notify you and the ICO in the event of a data breach where we are required to do so.

We will ensure that all files containing special category data are password protected.

Your rights

Please be aware of the following rights which can be accessed free of charge by contacting dataprotection@kent.ac.uk:

- know how we are using your personal information and why (right to information)
- access the personal data held by us (subject access request)
- ask for correction of any mistakes (rectification)
- to object to direct marketing
- to complain to the ICO.

In some circumstances you also have the right to:

- object to how we are using your information
- ask us to delete information about you (the right to be forgotten)
- have your information transferred electronically
- object to automated decisions which significantly affect you
- restrict us from using your information.

For further guidance regarding your rights please see the [ICO website](#).

Your rights- if you have given consent or explicit consent for a specific use of your personal data

You can withdraw your consent at any time.

You can do this by contacting us at ris@kent.ac.uk

This does not affect the lawfulness of the processing based on consent before its withdrawal.

Your right to complain to the Information Commissioner

You have the right to lodge a complaint with the [Information Commissioner's Office](#).

Their helpline telephone number is: 0303 123 1113.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Contacts

If you have any questions or concerns about the way the University has used your data, or wish to exercise any of your rights, please consult our [website](#).

The University's Data Protection Officer can be contacted at:

dataprotection@kent.ac.uk

Document review date

This privacy notice will be reviewed at least annually.

Version	Author	Description of Change	Date	Next Review date
1				
2	ADP/RIS teams	Reviewed and updated into the new template	March 2023	March 2024