



scottish universities insight institute

mobilising knowledge for a better Scotland

Privacy Policy

The Scottish Universities Insight Institute is committed to its responsibilities under current data protection legislation. This policy outlines how we look after your data when you engage with the Insight Institute, in line with the General Data Protection Regulation (GDPR). It also tells you about your rights under the current data protection legislation.

Please familiarise yourself with this policy prior to providing us with any information. This policy is subject to change, and we will highlight any changes on our website (www.scottishinsight.ac.uk). Where an update will materially change the way in which we collect or use your personal data, we will send a notice of the changes to all affected.

The Scottish Universities Insight Institute is an interinstitutional partnership of seven Scottish universities: Dundee, Edinburgh, Heriot Watt, St Andrews, Stirling, Strathclyde and associate member, The Glasgow School of Art. It is based at the University of Strathclyde, the Data Controller under data protection legislation.

Any enquiries regarding data protection should be made to the University's Data Protection Officer at: dataprotection@strath.ac.uk

You can also make a complaint to the [Information Commissioner's Office \(ICO\)](#), but we would be grateful for the opportunity to address any concerns you may have in the first instance. The Scottish Universities Insight Institute webpages include some links to third-party websites. Since we do not control those websites, the University cannot be held responsible for their privacy policies.

The data we collect

Your personal data is anything which can identify you as a person, not data which has been anonymised. We may process (collect, store or use) data about you, such as:

- Your identity: name, gender, job title.
- Your contact details: organisation, address, email address, telephone number
- Other personal information: access or dietary requirements
- Communications: preferences for subscribing to our newsletter
- Financial information: bank details, expenses, payments for services.

How we collect data

We mostly collect personal data when you ask us to provide you with services or support, including when you:

- enquire about the Institute, its events and programmes
- submit an Expression of Interest or Proposal in response to our funding Call
- participate in our review process, as a reviewer or Programme Committee member
- make a claim for expenses or employment payments
- register to attend one of our events
- subscribe to our newsletter or social media feeds
- provide feedback on events, programmes, or the Institute

How we use your personal data

In general, we use your personal data:

- where it is necessary for our legitimate interests
- to comply with legal or regulatory requirements

The activities which will require us to process your data include:

- registering you as a programme team member, applicant, or delegate
- providing you with services, information and support as a SUII programme team member
- providing you with services, information and support as an funding applicant
- providing you with services, information and support as a delegate at any of our programme events
- managing payments, expenses and employment claims
- notifying you of changes to our policies or activities
- asking you for feedback
- administering our website

Where you have given your consent, we will occasionally contact you when necessary in relation to these activities or via our newsletter (if you have subscribed). You can unsubscribe from the newsletter at any time using the 'unsubscribe' button, or by contacting info@scottishinsight.ac.uk.

Data security and retention

We have physical and electronic security measures in place to prevent the accidental loss, destruction or unauthorised use of your personal data. We do not retain your personal information for longer than is necessary. Further information on this is available at www.strath.ac.uk/dataprotection.

We may share your information with selected third parties, only when necessary and never for marketing purposes. These include peer reviewers, members of the Programme Committee, members of Programme Teams, relevant staff at the University of Strathclyde, and relevant staff at

partner institutions. Any questions on who your data is shared with can be directed to info@scottishinsight.ac.uk.

We will not retain your personal information longer than is necessary. We will store the information you provide as needed to provide services to you for as long as is necessary, as long as we have valid consent.

Your legal rights

You have the right to:

- request access to your personal data, where you will receive a copy of the personal data we hold on you, allowing you to check we are processing it lawfully
- request correction of the personal data we hold for you
- request erasure of your personal data, if you consider there to be no lawful reason for us to continue to process that information
- object to processing if you feel that your legitimate interests outweigh those of the Data Controller
- request restriction of processing, you may ask us to suspend processing your personal data to establish its accuracy or defend a legal claim
- request transfer of your personal data that is stored in a structured data file

You can exercise the above rights and/or manage your information by contacting us:

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