

# RCPCH Research Privacy Notice

September 2019



# Research Privacy Notice

As part of the fellowship application process, we ask you to provide us with personal details about yourself, other people applying for the fellowship and any collaborators.

Please read the following information carefully.

## What personal data we collect

### *Information we collect directly from you*

If you are a fellowship applicant, we collect information about you as part of the application process. This includes your contact details, details about your career and professional qualifications, your research, salary details and details about the people who work with you or with whom you collaborate. You must ensure you have the permission of all the people named in the application to submit their personal data.

We do not routinely collect sensitive data such as health, ethnicity or religion from you as part of the application process but may occasionally incidentally collect health data if your fellowship needs to be suspended for health reasons or due to parental leave.

### *Information we get from other sources*

We may also collect information about grant applicants from research publication databases such as PubMed Central or by general Internet searches for publicly available information about you, your career and your research interests.

## How we use your data

We use the data you provide to us and the data we collect about you from other sources for the following purposes:

- To process and make decisions on applications for research grants
- To manage granted awards
- To send you our research e-bulletin, if you opt in to receive this publication
- To send you information about the availability of funding, research events and any application deadlines
- To produce reports and analysis about our grant funding for internal and external use
- To disseminate information about awards we have made internally, to our supporters, to the wider research community or to the public in general
- To share information with the joint funders of your award

- To circulate surveys about our research funding
- To monitor and evaluate our grant portfolio to maximise public benefit.

## **Who we share information with**

If you apply for a research fellowship from the RCPCH, we will share application data with experts (peer reviewers, our children and young people advisory group and the scientific advisory group) and our Research and Quality Improvement Committee under confidential conditions for the purpose of evaluating your application and making a funding decision.

While we always try to give you detailed feedback on your application, it is our policy to keep the identity of peer reviewers confidential.

The fellowship is jointly funded with Newlife, however we will not share your application details unless you are successful. In some instances, we may also need to share your information to meet our legal obligations.

## **Managing research grants**

If you are awarded a research grant we will provide details of any clinical research award to the Clinical Research Network (CRN) where all funded trials must be registered.

## ***Communicating about research***

If you are awarded a RCPCH fellowship, we will include details of your project on our website and may refer to your research in other communications channels. We may also share information about your research with potential or existing donors for fundraising purposes.

## ***How long we keep your information***

As a research funder we recognise that research can bear fruit many years after the original funding. We are interested in the long term impact our research makes and we therefore keep details of unsuccessful applications for five years and successful applications for 10 years.

## ***Your rights***

Under GDPR you have certain rights in regard to the data we hold about you. You can ask us to delete your personal data, change any inaccuracies, restrict what we use your data for or ask us to stop processing your data. You can also request that the data we hold about you is given back to you or given to another service provider in a commonly used format (data portability). You are also entitled to a copy of the information we hold about you. However, there are some restrictions that apply to

these requests, such as overriding legal requirements we have to comply with. To make a request please contact the Data Protection Officer by email: [information.governance@rcpch.ac.uk](mailto:information.governance@rcpch.ac.uk) or post: Data Protection Officer, RCPCH, 5-11 Theobalds Road, London WC1X 8SH.

In accordance with data protection legislation, we have a legal duty to protect any information we collect from you and we have measures in place to ensure your data is securely and safely stored. You do have the right to complain to the ICO if you have concerns about the way your personal data is being handled at [casework@ico.org.uk](mailto:casework@ico.org.uk).