**UKRI Diversity monitoring – UoL data privacy notice**

**Who will own my data once I submit it?**

*The University of Liverpool*

**Why do you need my information?**

*Higher Education Institutions have a responsibility under the Public Sector Equality Duty (PSED) to advance equality of opportunity, the collection and reporting of data at a scheme level will provide lead organisations with evidence to demonstrate compliance with this duty alongside providing insights into how effective their selection policies and procedures are. Data collection is an early and vital step in the process of designing initiatives to tackle issues related to inequality, checking that an initiative is having the desired effects and making changes to an initiative, if required. The data requested has been based on the Advance HE Guidance on the collection of diversity monitoring data.*

*The data will be collected by the Research & Partnerships team to enable monitoring of the diversity characteristics of prospective candidate cohorts during the institutional selection processes for the UKRI cross research council responsive mode pilot scheme & Future Leaders Fellowships funding opportunities. It will be collected and analysed to identify the profile of applicant cohorts at different stages of the process, with a view ascertaining whether the process is fair to applicants from different demographics. We will produce reporting on this (aggregated data only) for internal Research & Partnerships Department purposes to inform future selection processes. We will also supply overviews of aggregated data to UKRI as required by UKRI.*

*These uses are all informed by advice from a report commissioned by UKRI on* [*inclusive selection processes*](https://www.crac.org.uk/Media/Default/files/Inclusive%20selection%20and%20support%20in%20the%20FLF_final%20report.pdf)*.*

**What allows you to use my information?**

*We are able to collect and use this information under the basis of ‘performance of a public task’ – administering research grant applications in the ways required by our funders is necessary for the institution’s research activities.*

**Who will my information be shared with?**

*We will produce reporting on this (aggregated data only) for internal Research & Partnerships Department purposes to inform future selection processes. We will also supply overviews of aggregated data to UKRI as required by UKRI.*

*The information submitted on these forms that are anonymized and sent to UKRI will not go outside of UKRI and will not be connected to any individual on applications or used as part of the assessment process. UKRI will amalgamate data across all research organisation submissions and will share statistics with the internal UKRI project board for the scheme.*

**Do I have to provide this information and what will happen if I don’t?**

*You are not obliged to provide this information. If possible, we would encourage you to submit ‘prefer not to say’ responses and still submit the questionnaire, so we know not to prompt you further for the information.*

*The University is obligated to provide anonymised information to UKRI on the number of prospective applications with details of the sex and gender, ethnicity, disability of the applicants and broad disciplinary group of the application subject area. Whilst information provided will not be used by UKRI in the assessment or outcome of this funding opportunity, applications submitted by lead organisations that have not reported on this process will be rejected by UKRI prior to panel assessment - you can read more about this on the UKRI announcement pages for these calls.*

**How long will you keep this data for and why?**

*Individual data will be kept for up to a year within Microsoft forms platform and then deleted. Reports on aggregated data will be retained to enable comparison between rounds.*

**How will my information be stored?**

*Individual information will be housed in the Microsoft Forms platform. Any exported reports on aggregated data will be stored and password protected in the Research & Partnerships shared drive, which is stored and backed up on University servers by Computer Services Department.*

**Will this information be used to take automated decisions about me?**

*No.*

**Will my data be transferred abroad and why?**

*No.*

**What rights do I have when it comes to my data?**

Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

* The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
* The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
* The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
* The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
* The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
* The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
* The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about [**your rights under the UK GDPR**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/), please visit the Information Commissioner’s website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer Email: **legal@liverpool.ac.uk** Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

**Who can I complain to if I am unhappy about how my data is used?**

You can complain directly to the University’s Data Protection Team by writing to:-

Dan Howarth, Data Protection Officer By email: **legal@liverpool.ac.uk** Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner’s Office using the following details:

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

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: [**www.ico.org.uk**](http://www.ico.org.uk/)