



Privacy Notice

TORCH (University of Oxford) and Université de Paris

Paris Oxford Partnership - Funding Call

You have been provided with this privacy notice because you have, or are considering, submitting an application form for funding for the Paris Oxford Partnership - open call opportunity.

In the course of completing this application form, you have provided, or will provide, information about yourself ('personal data'). The University of Oxford (the University) is the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation (GDPR) and associated data protection legislation.

How we use your data

TORCH will use your personal data to assess your application for funding and decide, in cooperation with the Université de Paris (UP), which applicant(s) will be awarded the funding.

We need to process your data for this purpose to meet our legitimate interests in providing Fellowships and funding to researchers working in Humanities.

If you have provided any special categories of personal data (i.e. health data, race/ethnicity data, sexual orientation data), as part of your application, then this is being processed because:

- You have manifestly made this information public by incorporating within your work; or,
- The processing is necessary for reasons of substantial public interest and those reasons being to enable equality to be promoted and maintained throughout the application process.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above. This will be restricted to a limited number of individuals in the TORCH/Humanities Division.

The University will securely share your personal data with the Université de Paris for the purpose of assessing applications and awarding funding. Access to your data will be limited to those individuals within the Université de Paris who need to see the data to access your application.

Retaining your data - University

The University will retain your data for three months following the end of the decision-making process at which point it will be securely destroyed in line with the University's information security policies.

Retaining your data – Université de Paris

If you are a successful applicant, then your personal data will be retained by the Université de Paris as part of their normal business processes.

If you are unsuccessful in this application, your application form will be retained for three months following the end of the decision-making process at which point it will be securely destroyed in line with the foundation's security policies.

Security

Your data will be held securely in accordance with Oxford University's policies and procedures. Further information is available on the University's Information Security website:

<https://www.infosec.ox.ac.uk/>

Your data will be held securely, by the Université de Paris, in line with their University's information security policies.

Where we store and use your data

We store and use your data on Oxford University and Université de Paris' premises, in both a manual and electronic form.

Your rights

Under the General Data Protection Regulation (GDPR), which came into effect on 25 May 2018, you have the following rights in relation to the information that we hold about you (your 'personal data').

- **The right to request access to your data** (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.

- **The right to request correction of your data.** This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- **The right to request erasure of your data.** This enables you to ask us to delete or remove your data in certain circumstances for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **The right to object to the processing** of your data, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
- **The right to request that the processing of your data is restricted.** This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer of your data to another party**

Further information on these rights is available from the Information Commissioner's Office: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protectionregulation-gdpr/individual-rights/>

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop.

If you would like to exercise these rights, please write to:

GDPR Officer Information Compliance Team
 University of Oxford
 University Of
 Oxford Wellington Square
 Oxford
 OX1 2JD
data.protection@admin.ox.ac.uk

Contact

If you wish to raise any queries or concerns about our use of your data, please email us at

torch@humanities.ox.ac.uk

Changes To This Privacy Notice

We reserve the right to update this privacy notice at any time and will seek to inform you of any substantial changes. We may also notify you in other ways from time to time about the processing of your personal data.

Last Updated: 11/05/21