**Privacy notice for internal application process for Future Leaders Fellowship Scheme (round 10)**

**Data protection**

In the course of completing the Oxford FLF diversity data survey, you have provided information about yourself (‘personal data’). We (the University of Oxford) are 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 UK General Data Protection Regulation and associated data protection legislation.

***How we use your data***

We will use your data to: monitor the fairness and inclusivity of our internal selection processes for round 10 of the UKRI Future Leaders Fellowships (FLF) Scheme, and to report anonymous, high level aggregate data to UKRI, to help them monitor the overall inclusivity of the FLF Scheme.

We are processing your data for this purpose/these purposes only because you have given us your consent to do so, via the consent question in the survey. You can withdraw your consent at any time by contacting us at Catriona.hopton@admin.ox.ac.uk. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent. Please note that, because the survey is completed anonymously, you may be asked to provide supplemental information (e.g. date and time of survey completion) in order for your response to be identified.

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.

We may also share your data with the following organisations for the reasons indicated:

UKRI – high level aggregate data will be shared, so that UKRI can monitor the fairness and inclusivity of application and selection processes for the FLF Scheme.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

***Retaining your data***

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

***Security***

Your data will be held securely in accordance with the University’s policies and procedures. Further information is available on the University’s Information Security website at the following link: <https://infosec.ox.ac.uk/handling-information>

***Where we store and use your data***

We store and use your data on University premises, in electronic form.

***Your rights***

Information on your rights in relation to your personal data are explained [here](https://compliance.admin.ox.ac.uk/individual-rights).

***Contact***

If you wish to raise any queries or concerns about our use of your data for this purpose, please contact us at Catriona.hopton@admin.ox.ac.uk.