

# PRIVACY NOTICE - FELLOWS CONFERENCE

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This privacy notice explains how the John Innes Centre (JIC) collects, stores and uses any personal information obtained when you apply to attend a JIC Independent Research Fellowships Conference (with a view to receiving mentoring in writing Independent Research Fellowship applications and/or moving an existing Fellowship to the JIC) or apply for a Fellowship supported by the JIC. This notice is issued in accordance with the General Data Protection Regulation (GDPR).

## **What information do we collect about you?**

When you apply to attend a JIC Fellows Conference, we collect a range non-sensitive data about you such as your name, address, e-mail address etc, together with details of your skills, qualifications and experience relevant to fellowship positions. You may also choose to provide sensitive data, for example, details of any disability or other personal information which may be relevant when planning for the selection process.

## **How we use your information**

Non-sensitive data collected from your CV and supporting statement is used to assess your suitability for fellowship positions and, as appropriate, to make arrangements for selection activities. Any sensitive data provided as part of the application process may be used to ensure reasonable adjustments are made to selection processes, in accordance with the Equality Act 2010.

## **How do we store and share your information?**

Your information is mainly stored in secure electronic systems. Electronic or paper copies of your CV and supporting statement will be provided to the Institute's shortlisting and selection panels. If you are selected to attend a Fellows Conference, your name, current position and research interests, may be circulated to JIC staff who are invited to attend the Fellows Conference.

We may also share details regarding your application and the selection process with auditors, if requested as part of any NBI Audit Committee approved audit.

## **Security of your information**

We are committed to keeping your personal information safe and secure. As indicated above, your personal information is created, stored and transmitted securely in a variety of electronic and paper formats. Access to your personal information is limited to shortlisting and selection panel members and staff who have a legitimate interest in it for the purposes of carrying out their contractual duties.

## **Accessing, correcting or deleting your information**

We want to make sure that your personal information is accurate and up to date. You have the right to request a copy of the information we hold about you, to request a correction and to request that your personal data is deleted. In some cases, we may not be able to agree to your request. In this situation we will provide you with the reason and you have the right to complain to the Information Commissioner if you are unhappy with our decision. You have a range of other rights under the GDPR. If you would like more information, please see the Information Commissioner's Office website: <https://ico.org.uk/> (see "For the public")

## **Disposal of your data**

We retain all information we collect during the Fellows Conference process for a period of six months after the conference or the outcome of related fellowship applications. This is to ensure that we can deal with any queries about the selection process. After this period, for all unsuccessful candidates, all information is deleted or securely disposed of.

For candidates who progress to a fellowship appointment with the JIC, information collected during the selection process will form the employee's HR file. As appropriate, a Privacy Notice for Employees will be made available at that time.

**Who can I contact?**

If you have any questions about how your personal information is used, or wish to exercise any of your rights, you can contact the Human Resources team (please email [nbi.recruitment@nbi.ac.uk](mailto:nbi.recruitment@nbi.ac.uk)) or the Information Commissioner (please see details above).

**Compliance with data protection legislation**

The person with responsibility for advising on compliance with data protection legislation at the JIC is Mohamed Imran, contact: [dpo@nbi.ac.uk](mailto:dpo@nbi.ac.uk).

*This notice will be reviewed on a regular basis and may be amended and updated at any time. We may also notify you in other ways from time to time about the processing of your personal information.*

*Last reviewed: September 2018*