

Privacy Notice

TORCH (University of Oxford)

TORCH Open Call Funding Opportunity:

BRIDGE Fellowship at the Javett Art Centre, University of Pretoria

You have been provided with this privacy notice because you have, or are considering, submitting an application form for funding from TORCH for the BRIDGE Fellowship at the Javett Art Centre, University of Pretoria.

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. Javett Art Centre at the University of Pretoria (Javett-UP) is an additional 'data controller'. The University of Pretoria is covered by the Protection of Personal Information Act (POPIA) which makes information governance a requirement for regulatory compliance.

How we use your data

TORCH will use your personal data to assess your application for funding and decide whether you will be awarded the funding. The data will be shared with Javett-UP for the purpose of joint decision making to award funding.

We need to process your data for this purpose to meet our legitimate interests in providing funding to researchers, students, and external partners.

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 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.

Additionally for successful applicants, personal data will be used for necessary administration of the fellowship by TORCH to assist with practical arrangements for travel, accommodation and similar planning.

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 team, at Javett-UP including the reviewing committee for the fund.

We may share your data with companies who provide services to us, such as for hosting the application form. These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

The University will securely share your personal data with Javett-UP for the purpose of assessing applications and awarding funding and for successful applicants to assist with the administration and practical arrangements of the fellowship. Access to your data will be limited to those individuals within Javett-UP who need to see the data to assess your application or assist with practical arrangements. The data sharing that takes place is subject to a data sharing agreement between the University and Javett-UP, and has been subjected to an International Transfer Data Assessment. On the Case for Support Form, you need to give your explicit consent for us to share your data internationally in a secure way, and understand the risks associated with this.

Retaining your data

If you are a successful applicant then your personal data will be retained by TORCH as part of their normal business processes. Javett-UP will not keep copies of the applications and will only retain any data needed for making practical arrangements as long as it is needed to do so. Once the fellowship stay has been completed, the data will be deleted.

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 University's information security policies.

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

Where we store and use your data

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

Your rights

Information on your rights in relation to your personal data are explained [here](#).

Automated Decision Making

The University does not use any automated decision-making technologies in respect of this processing activity.

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.

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First Published: 17/10/22