

## **Privacy Notice**

### ***TORCH (University of Oxford) and Oxford Brookes University***

Brookes - TORCH Creative Industries Collaboration - Funding Call

You have been provided with this privacy notice because you have, or are considering, submitting an application form for funding for the Brookes-TORCH Creative Industries Collaboration funding 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 Oxford Brookes University, which applicant(s) will be awarded the funding.

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

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 Oxford Brookes University for the purpose of assessing applications and awarding funding. Access to your data will be limited to those individuals within Oxford Brookes University who need to see the data to assess 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 – Oxford Brookes University***

If you are a successful applicant then your personal data will be retained by Oxford Brookes University 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 the 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 Oxford Brookes University, 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 Oxford Brookes 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](mailto: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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Last Updated: 20/05/22