**PRIVACY NOTICE**

***Data protection: EPSRC Impact Acceleration Account – MPLS Innovation Leadership Programme***

We (the University of Oxford)[[1]](#footnote-1) take your privacy seriously. This privacy notice tells you what we are doing with your data and how we will keep it safe.

***How will we use your data?***

We need to process your data for the following purposes related to the EPSRC Impact Acceleration Account (EPSRC IAA) funded MPLS Innovation Leadership Programme:

* registering your application to the MPLS Innovation Leadership Programme;
* carrying out checks for activities managed by the university;
* reviewing your submission; contacting applicants and/or corresponding head of departments;
* announcing and sharing programme outcomes;
* sharing additional innovation and impact programme opportunities;
* exhibiting and publicising the programme’s successes;
* and evaluating MPLS Innovation Leadership Programme, separately, or as part of the EPSRC IAA portfolio.

Applicant data (name, telephone number (if provided), department/division, and email address) will be processed for application review, monitoring, evaluation and administration of the programme, and in order to contact the applicants, and for dissemination of information about the MPLS Innovation Leadership Programme independently, and/or as part of the EPSRC IAA’s activities and events, and for collecting feedback for the MPLS Innovation Leadership Programme evaluation, separately, or as part of the EPSRC IAA portfolio.

Your data (name, department, and contact details) will be used to identify your nomination/application to the MPLS Innovation Leadership Programme in the MPLS Division and departments. We may also use your data in an aggregated (anonymous) format in publicity or promotional material related to the MPLS Innovation Leadership Programme or EPSRC IAA, including on University websites.

***Optional Data***

We will contact you separately to ask you to provide information about your age, gender, disability and race to assist us in auditing and evaluating the MPLS Innovation Leadership Programme and EPSRC IAA. Providing this information is not a requirement for applying to the MPLS Innovation Leadership Programme. The University’s EPSRC IAA aims to monitor access to EPSRC IAA funding (including the MPLS Innovation Leadership Programme), by Oxford’s academics and researchers. Understanding the diversity of our applicants is an important part of evaluating the access and benefits from IAA’s programme, support and funding.

If you choose to submit details of your age, gender, disability, and/or race or ethnicity, it will be used solely for evaluation of the EPSRC IAA programme and/or MPLS Innovation Leadership Programme. It will not be shared, it will not be made public, and it will not be used in our publicity materials. Only aggregated (anonymous), data will be included in the evaluation report and in the EPSRC IAA’s and/or MPLS Innovation Leadership Programme’s monitoring and reporting.

We are processing your data for these purposes only because you have given us consent to do so, by completing and submitting your application form, and for Optional Data, by completing and submitting Access Assessment form. You can withdraw your consent at any time by contacting us at epsrciaa@mpls.ox.ac.uk, or 01865 282462 . 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.

***Who has access to your data?***

Access to applicant 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. Your data may be shared publically as described above, in relation to the EPSRC Impact Acceleration Account and/or MPLS Innovation Leadership Programme.

***How long will we keep 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. If you choose to submit details of your age, gender, disability and/or race or ethnicity, we will keep it until the project evaluation is completed, at which point it will be deleted.

***How will we keep your data safe?***

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/).

***How will we store and use your data?***

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

***What are your rights?***

The General Data Protection Regulation (GDPR) is designed to put you in control of how your personal information is collected and used. It gives you these rights:

* **To see what information we have about you**

The right to be informed allows you to ask for full details of the personal information we hold on you.

* **To change the information**

The right to ask us to correct anything that you think is wrong with the personal information we have on file about you, or if it is incomplete.

* **To be forgotten**

The right to erasure allows you to ask us to delete your personal information.

* **Stop us using the information**

The right to object allows you to tell us to stop using your information.

* **Change how the information is used**

The right to restrict processing allows you to ask us to only use or store your information for certain purposes.

* **Move the information**

The right to data portability allows you to ask for and download your personal information electronically, so you can move it, copy it or keep it for yourself.

Further information on these rights is available from the [Information Commissioner’s Office.](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)

You can withdraw your consent for the processing or your data at any time by contacting us at epsrciaa@mpls.ox.ac.uk, or 01865 282462. 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.

***Contact***

If you wish to ask any questions about our use of your data, or want to exercise any of the rights described above, please contact us at epsrciaa@mpls.ox.ac.uk, or 01865 282462. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

You can also contact the University’s Data Protection Officer at dataprotection@admin.ox.ac.uk

1. The University’s legal title is the Chancellor, Masters and Scholars of the University of Oxford. [↑](#footnote-ref-1)