

## Research Management System - Privacy notice

Read about how we process personal data and find out about your rights.

**This notice outlines the University's processing activities relating to our Research Management System and covers the following:**

- Overview
- The basis of processing your personal data
- Personal data we collect about you and how we use it
- Disclosure of personal data
- Retention of personal data
- Your rights including access to your data
- How to contact us

### Overview

The University of Sussex is registered as a data controller with the Information Commissioner's Office (ICO). Our registration reference is Z6428144.

You can refer to the University's [Data Protection Policy](#) for more information about our commitment to processing personal data in a way that is compliant with data protection legislation. This includes the Data Protection Act 2018, the UK General Data Protection Regulation ('UK GDPR') (as implemented by the Data Protection Act 2018), and the EU General Data Protection Regulation 2016/679.

The Data Protection Officer for the University of Sussex is Alexandra Elliott, Head of Information Management and Compliance. If you have any queries concerning your personal data and how it is processed, you can contact the Data Protection Officer at [dpo@sussex.ac.uk](mailto:dpo@sussex.ac.uk).

### The basis for processing your personal data

The Research Management System process personal information to bring several measurable benefits to the University:

- Increased grant success - through more efficient working, a shared collaborative platform, more strategic decision-making through access to better data;
- Reduced working at risk (i.e. without contract) - through earlier identification of the need for contract negotiation and review, and better visibility of contracts pipeline; and
- Supported and maintainable toolset and infrastructure – replacement of server-based unsupported costing tool and disparate local systems with single, cloud-based platform.

The University processes personal data in connection with our research activities largely on the basis that it is necessary for the performance of our tasks carried out in the **public interest ('public task')**.

Additionally, we process personal data because it is necessary for the **performance of a research contract**, or in order to take steps at an individual or organisation's request prior to entering a research contract.

We also need to process personal data to comply with our '**legal obligations**'. This can include statutory reporting to Higher Education Statistics Agency or Research England in relation to REF.

Within the lifecycle of research activities, there may be some processing activities that are based on '**legitimate interest**'. Where that is the case, the legitimate interest assessment will be documented, in conjunction with the University's Data Protection Officer. Exact purposes of this processing will be reviewed on a case-by-case basis, but may include situations where retained grant data from unsuccessful bids is accessed as a means of creating a template for future applications.

We are not processing any special categories of data as part of the Research Management System.

### **Personal data we collect about you and how we use it**

The Research Management System collects, stores, and uses personal data for individuals involved in, or named on, research and enterprise projects, contracts, and other activities captured within the system. This includes academic, technical, and professional staff and students, current and former, and individuals external to the University, such as staff at other institutions.

Information is collected in two different ways depending on your affiliation with the University. Personal data of employees of the University are migrated from other University systems, and personal data of students of the University and external participants are processed manually.

The Research Management System will collect the following personal data:

- Name, job title, department and email address. CVs and organisational affiliation may be collected in the form of documents uploaded to the system if these are required for the funder grant application portal.
- For external participants, a legal address attached to the organisation is also collected.
- Salary information is only collected when necessary to cost a project and will be uploaded as part of a final submitted proposal (usually as a PDF) onto the system.

We will use the personal data in the following ways:

- Support the lifecycle of operational activities associated with research projects and contracts up to the point of award/contract conclusion;
- Offer compliance with relevant legislation and funder, university and government regulations and requirements;
- Improve the recording and visibility of management information, and allowing data-driven decision making, and
- For reporting and evaluation purposes.

For more general information about how we use personal data at the University, see our University's [Privacy notice](#).

### **Disclosure of personal data**

Staff within the Directorate Research & Enterprise have access to your personal data for the purpose of supporting research activities. This is so that we can provide a joined up service and offer the right support and information at the right time.

We also share your personal data with other University teams and systems (such as the University's finance team and system, and our data warehouse) as it is necessary for the performance of the research cycle.

To meet legal obligations relating to our statutory reporting, we share your personal data with Higher Education Statistics Agency (HESA) and Research England in relation to our Research Excellence Framework submissions. On 4 October 2022, HESA merged with Jisc and it is now part of Jisc. Any personal data we share with HESA is controlled by Jisc under the purposes set out in their collection notice found [here](#). Any personal data we share with Research England is controlled by UK Research and Innovation (UKRI) under the purposes set out in their Privacy notice found [here](#).

We will only disclose your personal data to a third party when we are required to by law or where it is necessary and appropriate arrangements are in place with regard to data sharing.

There will be circumstances where we share your personal data with external collaborators, where those collaborators are the lead applicant on a proposal and will be submitting a proposal to the funder on behalf of the consortium.

### **Retention of personal data**

The University will only keep your personal data for as long as is necessary for the purpose for which it is processed.

Personal data is processed and stored in line with the University's [Records Management Policy](#) and the associated [Master Records Retention Schedule](#), which sets out how long different categories of research related records are kept. Thereafter, records will be deleted or archived as appropriate.

### **Your rights including access to your data**

You have a number of rights under the data protection legislation, including the right to:

- rectify inaccuracies in personal data that we hold about you
- have your data erased in some circumstances;
- restrict the processing of your personal data in certain ways
- obtain a copy of your personal data;
- object to certain processing of your personal data by us.

Find out [more information about your data protection rights](#) or email the Data Protection Officer – [dpo@sussex.ac.uk](mailto:dpo@sussex.ac.uk).

You also have the right to ask to see what personal data we hold about you, known as a subject access request. For more information, refer to our [data protection pages](#) for guidance on how to submit subject access requests.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data and information on how to report concerns to the ICO can be found on their webpages [here](#).

### **How to contact us**

If you have any questions about this Privacy notice or the information we hold about you in the Research Management System, you can contact the University's Data Protection Officer

by email at [dpo@sussex.ac.uk](mailto:dpo@sussex.ac.uk) or you can write to Alexandra Elliott, Data Protection Officer, University of Sussex, Sussex House, Falmer, Brighton, BN1 9RH.

You can also find more information about data protection on our webpages [here](#).

We keep our Privacy notice under regular review and the notice was last updated on February 2024.