

Introduction

This notice provides information about the use of personal information for those that provide information to the University of Manchester as part of Royce Membership. If you fall into this category, you are the “data subject” for the purposes of this notice.

The Henry Royce Institute is committed to looking after any information that you make available when you sign up to be a Member of the Henry Royce Institute and when you sign up to receive our Member newsletter in accordance with data protection and privacy laws.

The Henry Royce Institute is the UK’s national institute for advanced materials research and innovation. With its Hub at The University of Manchester, the Royce is a partnership of nine institutions – the universities of Cambridge, Imperial College London, Liverpool, Leeds, Oxford, Sheffield, the National Nuclear Laboratory, and UKAEA. The Henry Royce Institute has two associate partner institutions – the universities of Cranfield and Strathclyde.

What is ‘personal information’ (also known as a personal data)?

‘Personal information’ means any information about you from which you can be identified from that information alone or taken together with other information. It does not include data where your identity has been removed and where you can no longer be identified (anonymised data). It is defined in Article 4 of the UK General Data Protection Regulation.

What constitutes “Special Category” data?

Special category personal data is defined as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life and sexual orientation, genetic data and biometric data which is processed to uniquely identify a person.

Special category data will not be collected as part of your Membership application.

Who will process my personal information?

This notice explains how the University of Manchester will hold and process your personal information. It is the Data Controller for this information as defined by the UK General Data Protection Regulation (UK GDPR) and Data Protection 2018 (DPA 2018)

The data provided in the Membership application form will be processed by members of the Royce Hub team in accordance with data with data protection and privacy laws.

What is the purpose of collecting this information?

We will only use your personal information when the law allows us to do so by providing a legal basis or valid condition.

The information supplied by you in the Membership application form will be used to create statistical reports and to capture impact in different formats, as set out in the Terms and Conditions.

The information submitted by you to sign up to the Membership Newsletter will only be used for that purpose. You have the option to unsubscribe at any time.

The aim of our Member Communication Service is to keep members updated about Royce initiatives and receive early information about funding calls and events as highlighted above. You have the option to be removed from the Member Communication Service at any time.

Under what legal basis will you process my information?

By completing the Membership form you will be providing your details under the lawful basis of 'consent' and ask that if you do not agree to the details contained within this Privacy Policy, you should not provide personal data to us.

What personal information will you process?

As part of the Membership programme, The Henry Royce Institute will collect the following information:

1. Full name
2. Email address for your work/organisation
3. Location (postcode – first part only)
4. Job role
5. Organisation
6. Organisation type
7. Area of work
8. We will ask what function you currently hold in Royce
9. We will ask you to choose a Research Area/Challenge Area relevant to you
10. We will ask whether you are partially or fully funded by Royce
11. We will ask for a short justification as to how you qualify for membership

How long will we keep your personal information

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once your involvement with the University has ended will retain and securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

If you have signed up to be a Member of The Henry Royce Institute, we will keep your personal information for up to 12 months following your decision to opt out of the Membership. This enables us to anonymise or delete information in accordance with our internal data management processes.

If you have signed up to receive emails via the Member Communication Service we will keep your personal information for up to 12 months following your decision to opt out of those communications. This enables us to anonymise or delete information in accordance with our internal data management processes.

If you have signed up to receive the Member newsletter, we will keep your personal information for up to 12 months following your decision to opt out of those communications to enable us to anonymise or delete information in accordance with our internal data management processes.

We aim to keep your data up to date and welcome any updates to your details or corrections to any inaccuracies you may wish to provide. Details of retention periods for different aspects of your personal information are available in our [Records Retention Schedule](#)

Who will my personal information be shared with and why?

We only collect and hold personal data provided by you in accordance with this privacy statement. We ensure that all personal data you supply is held in accordance with the latest data protection law.

When necessary, we do share data with relevant Henry Royce Institute partners and associate partners (as listed above) in order to resolve your enquiries.

We will share anonymous data (in the form of reports etc, as set out in the terms and conditions) to our funder and our Governing Board.

How/where will the data be collected, processed and stored?

Your personal data will be collected via a secure web form and will be kept confidential at all times. The data provided in the Membership application form will only be processed by members of the Royce Hub team for the purposes of administering the Royce Membership.

Who can I contact if I have any queries?

If you have any questions about how your personal information is used by the University as a whole, or wish to exercise any of your rights, please consult the University's data protection webpages. If you need further assistance, please contact the University's Data Protection Officer by email: information.governance@manchester.ac.uk. Alternatively, you can write to The Information Governance Office, University of Manchester, Christie Building, Oxford Road, Manchester M13 9PL.

What are my rights?

Under certain circumstances, by law you have the right to:

Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you would like to exercise any of these rights, you should contact the University's Data Protection Officer by email: information.governance@manchester.ac.uk. Alternatively, you can

write to The Information Governance Office, University of Manchester, Christie Building, Oxford Road, Manchester M13 9PL. Further information about your rights is available from the University's data protection web pages.

Who can I contact at the Henry Royce Institute?

Please email membership@royce.ac.uk with any related questions.

How do I complain?

Contact the University's Data Protection Officer by email: information.governance@manchester.ac.uk. Alternatively, you can write to The Information Governance Office, University of Manchester, Christie Building, Oxford Road, Manchester M13 9PL. You also have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF <https://ico.org.uk>

Are changes made to this notice?

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.