

ARUK Research Team Privacy Notice

1. Purpose And Scope:

This notice explains how Alzheimer's Research UK (ARUK) Research Team handles personal data about our grant applications and the rights that applicants have under data protection law. In this Notice, we refer to this type of information as "Applicant Data".

In this Notice, any statements in relation to Applicant Data apply to applications submitted via Grant Tracker. They also apply to applications submitted via other means, such as by post and email.

This notice also explains how ARUK handles sensitive personal information in relation to Diversity Monitoring. In this Notice, we refer to this type of information as 'Diversity Monitoring Data'.

"ARUK" means ARUK and its operating companies and business functions as existing from time to time.

2. Why We Ask For Certain Information:

ARUK Research Team will only collect personal data during application process that is necessary to assess the grant you have applied for and its participants. This data may be used for the following purposes:

- to process applications for funding and for administration of the grants we fund
- to send you correspondence and communicate with you about your grant application
- to respond to or fulfil any requests, complaints or queries you make to us
- to invite you to act as a peer reviewer on grant applications
- to generate reports on our work, services and events
- to communicate with the general public and our supporters about the research we fund
- to meet our legal obligations, for instance to perform contracts between you and us, or our obligations to regulators, government and/or law enforcement bodies
- to carry out fraud prevention and money laundering checks
- to establish, defend or enforce legal claims

3. How We Collect Information About You:

You may give us your information in order to apply for research funding, use our information services or otherwise communicate with us. The types of personal information we may collect includes:

- your name and contact details (including postal address, telephone number, email address and/or social media identity)
- information necessary to process your application if you apply for research funding, such as your employment history and, the employment history of those whose salary will be funded by the grant
- any other personal information you provide to us
- with your consent, information relating to various protected characteristics listed in the Equality Act 2010, for diversity monitoring purposes. (see: How we use Diversity Monitoring Data below.)

4. What Will ARUK's Research Team Do With Your Application Data

- It will be used to support and process your grant application, for example, to assess whether the application meets the grant specification, to shortlist applicants and to verify references and professional qualifications provided by those applicants, to support reviewing of your application both internally and externally using external reviewers and Review Board panel members, or to contact you in relation to your application.
- we may also process your Application Data to comply with our legal obligations or where information is being used to legitimately further our charitable aims

5. To Whom Your Application Data is Disclosed

A) Within ARUK

ARUK restricts access to Application Data to people within ARUK who have a “need to know” business reason for accessing that information. For example, certain individuals within ARUK will have access to your Application Data in order to process and manage your grant application.

B) Outside ARUK

We will never sell or rent your information to third parties for marketing purposes. However, we may disclose Application Data to third parties in connection with the other purposes set out in this policy. These third parties may include:

- ARUK shares Application Data with authorised third party service providers in order to conduct and manage grant applications. If you are a researcher; volunteer advisory panel members, any joint funders of the research, host institutions and external members of our committees such as business partners, suppliers and sub-contractors, for example, may process your information on our behalf
- We send information to external agencies to process and analyse sector wide data in aggregate, such as to the Association of Medical Research Charities. In addition, we share information on the research we fund with our supporters and the general public, for example via ARUK’s website. In both cases, the information presented will consist of the researcher’s name, name of the Institution where the research is being carried out, the title of the grant, the total amount awarded, key dates, a summary of the research, and any other piece of information that is deemed relevant
- In cases where allegations of bullying and harassment are made directly to ARUK, we may share the respondent’s personal information (full name, title and nature of the allegation) with their Host Institution for them to implement a full investigation. Please read our Bullying and Harassment policy for more information

6. Exercising Your Rights in relation to Application Data

You may have the right to request access to, or rectification, or erasure of the Application Data that ARUK holds about you. You may also have the right to restrict or object to certain types of processing of your Application Data.

If you notice an error in your application that you would like to correct, please contact us using the contact information in paragraph 7 below.

Any requests to exercise one of these rights will be assessed by ARUK on a case by case basis. There may be circumstances where we are not legally required to comply with your request because of the laws in your jurisdiction or because of exemptions provided for in data protection legislation.

7. How we collect and use Diversity Monitoring Data

At ARUK, we are committed to finding ways to improve inclusion in dementia research, to identifying and minimising barriers to progression for researchers with diverse characteristics and backgrounds, and to ensuring our work is representative of those we support. Diversity monitoring is an important means for us to monitor our progress against these commitments.

When you register with an ARUK Grant Tracker account, as a lead applicant or other participant on a grant application, panel member, peer reviewer or other portal user, we will collect, with your consent, Diversity Monitoring Data from you, including:

- Gender
- Sexual Orientation

- Ethnicity
- Disability
- Caring responsibilities

Your responses will be stored on Grant Tracker in compliance with Data Protection Laws. ARUK will not have access to your individual responses. You can withdraw consent at any time (see 7. Your consent and how to withdraw your consent below)

ARUK will analyse Diversity Monitoring Data in the format of anonymised reports cross-referenced with information on grant type applied for. Analysing aggregated data in this way will enable us to:

- benchmark ourselves against other funders and existing statistics
- identify patterns and trends of success based on data rather than assumptions
- set meaningful targets and monitor and evaluate our progress against commitments outlined in our Equality, Diversity and Inclusion strategy

In the future, we may publish anonymised, aggregated data on our website and/or in (online) journals. In addition, we may share anonymised, aggregated data when working with other organisations to better understand our grant-making and funding in relation to diversity for example, to inform and feed into sector-wide analysis of funding in relation to diversity.

We will not use your Diversity Monitoring Data during the application review process to make grant-funding decisions about you.

8. Your consent and how to withdraw your consent

We will only collect Diversity Monitoring Data with your consent; providing this data is not mandatory, and a 'Prefer not to say' response is made available for all questions. By answering our diversity monitoring questions and submitting your answers to us, you consent to ARUK using your diversity monitoring information in the manner described. You have the right to withdraw your consent at any time by logging into the ARUK Grant Tracker portal and changing your preferences within the Diversity Monitoring Information section of the portal. We will ensure that your data is excluded from future analysis within a reasonable period of you withdrawing your consent.

9. Contact Us

If you have concerns about the way in which ARUK Research Team has handled your Application Data or Diversity Monitoring Data or would like to exercise any of your rights, please write to us at Supporter Care, 3 Riverside, Granta Park, Great Abington CB21 6AD, phone us on 0300 111 5555 or email us on enquiries@alzheimersresearchuk.org. If you are still dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO); however, all complaints should be raised with ARUK in the first instance.

Last Reviewed September 2021