

## RESEARCH PRIVACY NOTICE

**Our Research Privacy Notice explains how we collect, handle and look after your personal data throughout our grant application and funding process.**

### WHAT PERSONAL DATA WE COLLECT

#### *Information we collect directly from you*

If you are a grant applicant, we collect information about you as part of the grant application process. This includes your contact details, details about your career and professional qualifications, your research, salary details and details about the people who work with you or with whom you collaborate. You must ensure you have the permission of all the people named in the application to submit their personal data.

If you are acting as a peer reviewer or member of an advisory group, we collect data about the applications you have reviewed and your feedback. Anonymised feedback will be shared with the grant applicant.

If you are awarded a Diabetes UK grant, we will collect information about you and your team throughout the grant management process through progress reports, occasional surveys and ad hoc correspondence or interviews.

#### *Information we get from other sources*

We may also collect information about grant applicants, potential peer reviewers and funded researchers and collaborators from research publication databases such as PubMed Central and Dimensions, or by general internet searches for publicly available information about you, your career and your research interests.

### **Diversity and inclusion monitoring**

We are committed to ensuring that our research funding is accessible to everyone regardless of their personal characteristics. In order to monitor this during the application process, we may collect sensitive data from you related to age, disability, ethnicity, gender identity, nationality, caring responsibilities, and schooling, with your consent. This information is not used in the application review or decision-making process and is not provided to panel members. We'll analyse this data in aggregate only, to understand the diversity of grant applicants and identify any barriers in our processes and measure our progress to being a more diverse and inclusive organisation, and to improve our practice as needed.

We may share anonymised, aggregated data with our Science and Research Advisory Group (who develop the Diabetes UK Research Strategy), internal leadership teams, committees and trustees, and may also share this with other funders or other sector bodies for the purpose of sector research and analysis. In the future, we may publish anonymised, aggregated data on our website.

Occasionally we may incidentally collect sensitive data, for example if your grant needs to be paused or suspended for health reasons or due to parental leave.

### HOW WE USE YOUR DATA

We use the data you provide to us and the data we collect about you from other sources for the following purposes:

- To process and make decisions on applications for research grants
- To manage granted awards
- To find suitable candidates to conduct peer review on applications

- To send you our research e-newsletter, if you opt in to receive this publication
- To send you information about the availability of funding, research events and any application deadlines
- To produce reports and analysis about our grant funding for internal and external use
- To disseminate information about awards we have made internally, to our supporters, to the wider research community or to the public in general
- To share information with any joint funders or partners of your award
- To circulate surveys about our research funding
- To monitor and evaluate our grant portfolio to maximise public benefit

## **WHO WE SHARE INFORMATION WITH**

If you apply for a research grant from us, our online grant application platform is provided by Symplectic, Digital Science (formerly CC Technology), a third party supplier. Your data will be stored securely by Symplectic and permission to access it is limited only to those who need access to administer the grant and evaluate your application. You can find Symplectic's privacy notice here: <https://www.symplectic.co.uk/privacy-notice/>.

We will share application data with experts (peer reviewers, our expert and lay research committees and our strategic advisory groups) under confidential conditions for the purpose of evaluating your application and making a funding decision. While we always try to give you detailed feedback on your application, it is our policy to keep the identity of peer reviewers confidential.

If your application is for a grant which is part of a partnership or jointly funded by other parties, the details of your application and any data collected thereafter for awarded grants will usually be shared with those other partners and funders.

### *Managing research grants*

We will review Intellectual Property Rights from our active portfolio with our Legal Team and share relevant details with contracted third parties assisting in monitoring and evaluating our research impact.

Diabetes UK is a member of Europe PubMed Central, and as per the contract we are required to provide details of awarded grants on an annual basis.

We will also provide details of all our research awards (which includes brief details about award holders such as name, position and institution) to the Association of Medical Research Charities (AMRC) for the purpose of reporting our funding as per membership requirement. This includes providing these grant details to the Digital Science Research & Solutions Inc (DSRI) Grants Award Database (Dimensions) and reporting to the UK Health Research Analysis (UKHRA) report, which is a periodic report on health research in the UK produced by the UK Clinical Research Collaboration.

We will also provide details of our clinical research awards to the Clinical Research Network (CRN) where all funded trials must be registered.

### *Communicating about research*

If you are awarded a Diabetes UK grant, we will include details of your project on our website and may refer to your research in other communications channels. We may also share information about your research with potential or existing donors for fundraising purposes.

#### *Transfers outside the European Economic Area*

The data held in our grant application portal is held on servers within the EU. However, if your grant is jointly funded by a funder located outside the EU, we will need to share your grant details with the joint funder. We will always do this securely and ensure your data is adequately protected.

#### **HOW LONG WE KEEP YOUR INFORMATION**

As a research funder we recognise that research can bear fruit many years after the original funding and we are interested in the long-term impact our research makes. Most funded grants information collected as part of the research funding process is held as long as needed, to enable the following activities:

- general administrative purposes, such as responding to enquiries
- our external review processes used to assess research grant applications and make funding decisions
- analysis and segmentation of our grant application and award information to help inform our strategy, and to monitor and improve our effectiveness
- tracking the outputs and impact of our research funding and communicating this information with our stakeholders and the public
- monitoring diversity and inclusion to ensure the equality of opportunity and treatment

Rejected grants data older than three years will be removed from the grants system and it is the responsibility of the applicant to keep a copy of the grant application and associated documentation.

#### **HOW WE KEEP YOUR INFORMATION SECURELY**

Grant applications and any other information collected throughout the grant funding process are kept on a secure database provided by Symplectic and in secure folders in Sharepoint. Access to the data is only granted for peer review and grant processing purposes.

#### **OUR LEGAL BASIS FOR PROCESSING DATA**

Organisations that collect personal data need to have a lawful basis for doing so. The law sets out six ways to process personal data (plus additional conditions for processing sensitive personal data). Four of these are relevant to the types of processing that we carry out.

This includes information that is processed on the basis of:

- A person's consent (for example to send you our research newsletters by e-mail);
- Diabetes UK's legitimate interests (please see below for more information);
- A contractual relationship (for example processing your financial details to pay you on the basis of our grant conditions); and
- Processing that is necessary for compliance with a legal or regulatory obligation (for example to monitor the use of animals in research)

Personal data may be legally collected and used if it is necessary for a legitimate interest of the organisation using the data, as long as its use is fair and does not adversely impact the rights of the individual concerned.

When we use your personal information, we will always consider if it is fair and balanced to do so and if it is within your reasonable expectations. We will balance your rights and our legitimate

interests to ensure that we use your personal information in ways that are not unduly intrusive or unfair. Diabetes UK's legitimate interests include:

- Achieving our charitable objectives – including advancing the understanding of diabetes and educating healthcare professionals and the general public and promoting research into the causes, prevention and cure of diabetes and publishing the results of such research;
- Administration and operational management – including running and administering our grants process, completing statutory and financial reporting and other regulatory compliance requirements, responding to solicited enquiries, providing information, research and surveys.
- Fundraising and campaigning – including administering campaigns and donations, and sending and making direct marketing by post and phone.

## **YOUR RIGHTS**

Please see our privacy policy at [https://www.diabetes.org.uk/About\\_us/Legal-information/Privacy-policy1](https://www.diabetes.org.uk/About_us/Legal-information/Privacy-policy1) for details of your rights in relation to your data and how to change how we use your data.