

i-NutriLife Privacy Notice

Introduction

i-NutriLife is one of six UK Research & Innovation (UKRI) Diet and Health Open Innovation Research Club (OIRC) Innovation Hubs, funded by the Biotechnology and Biological Sciences Research Council (BBSRC) with support from the Department for Environment, Food and Rural Affairs (Defra), Innovate UK and the Medical Research Council (MRC). i-NutriLife promotes collaborations between industry and academia through three funding mechanisms: Proof-of-Concept Awards, Business Interaction Voucher Awards, and Flexible Mobility Awards.

You will be able to download the Hub's funding application forms from our website. Once you complete an application form you will submit it via email to the Hub Manager. When you submit your application, you will need to submit some personal data including your contact details. The University of Southampton is the "Data Controller" of your personal data for the purposes of Data Protection legislation. The University of Southampton is committed to protecting the rights and freedoms of individuals and complying with its obligations when holding and processing personal data. The University is registered with the Information Commissioner's Office (notification number is Z6801020) and is committed to complying with the General Data Protection Regulation (GDPR) and any legislation enacted in the UK in respect of the protection of personal data. The University's Data Protection Officer can be contacted via data.protection@soton.ac.uk.

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This Privacy Notice provides details about these uses. In addition to this notice, you may be given further information about the uses of your personal data when you use certain services offered by the University of Southampton.

What information do we collect from you?

Under UK Data Protection legislation, we are only allowed to collect the minimum amount of personal data that we need to:

- review and score your application, applying the relevant scheme's eligibility and scoring criteria,
- award funding to the successful applicants, and
- manage the award throughout the project's lifecycle, and beyond for evaluation purposes.

The i-NutriLife Hub team will hold and process the following personal data provided by its applicants for funding:

- Name
- Position
- Work address
- Email address
- Phone number
- Career details and expertise

Furthermore, we will hold and process the financial details provided by applicants, which may include the banded employment costs of the applicant research organisation's staff involved in the delivery of the project as well as their industry partner's project staff's employment costs, which may be provided in the form of in-kind or cash match-funding contributions.

We will receive this data from you when you submit an application to the Hub for funding.

Why do we collect this information?

We take our obligations for handling your data very seriously and it is, therefore, important for you to know that we process your personal data on the following legal basis:

When you apply for i-NutriLife Hub funding, we ask for your consent when we collect your data specifically to process your application for the relevant funding scheme and to communicate with you about your application as an applicant and/or participant and/or former participant in that scheme.

Copies of the applications will be made available to the i-NutriLife Hub peer reviewers and evaluation panel in confidence. They will use the information provided in the application for processing and evaluating the proposal, the award of any funding, and to review the use of Hub funds.

For successful applications, the information will be used to administer and manage the allocated funds. The names of successful applicant organisations, a summary of the project description, the value of the award and the impact of the award will be made publicly available, for example on i-NutriLife's website.

In order to meet UKRI's obligations for public accountability and the dissemination of information, details of awards may also be made available on the research councils' websites and other publicly available databases, and in reports, documents and mailing lists.

BBSRC will use the information provided for research-related activities, including but not limited to, transfer of funds, statistical analysis in relation to evaluation of the BBSRC OIRC, study of trends and policy and strategy studies.

What do we do with your information?

The University processes personal data and special category data in accordance with UK Data Protection legislation and its own Data Protection Policy (PDF).

We process your data to ensure that we can carry out our public task as an educational and research establishment, meeting legal, moral and contractual obligations as laid out in the University's Charter.

How long do we keep your information?

We will keep your personal data for as long as it is required to perform its purpose or for as long as is required by law.

If unsuccessful, your application will be retained for the duration of the i-NutriLife Hub to allow the team to contact you at a later date to discuss with you potential opportunities for the submission of a revised application, for example, under another funding scheme or call. If you do not wish to be contacted for this purpose, please contact the i-NutriLife Hub Manager (i-NutriLife@soton.ac.uk) to request for your data to be deleted.

How do we protect your data?

We take the security of your data seriously. Details on University-wide measures regarding IT security can be found in the Information Governance Policy (Information Governance and Policies | Legal Services | University of Southampton). This policy specifies the measures that have been implemented to secure information and technology that the University manages and to protect against the consequences of breaches of confidentiality, failures of integrity and interruption of availability.

i-NutriLife

Innovative Nutrition Solutions for Lifecourse Health

We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

Where is my personal data stored?

Your data will be stored within the United Kingdom.

Who do we share your information with?

Your data will be shared with the i-NutriLife Hub reviewers and evaluation panel and with UKRI BBSRC, as outlined above.

In addition, in some circumstances (e.g. if an application aligns better with a Hub other than i-NutriLife) the names of applicants and applications may be shared with other Innovation Hub leads for consideration.

In addition, successful applications will be shared internally with the University's Legal and Finance teams to support the administration and management of the award.

What rights do you have in relation to the way we process your data?

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You have the right to:

- Withdraw your consent for us to process your personal data where we have relied on that consent as our basis for processing your data.
- Ask us to confirm that your personal data is being processed and to access (i.e., have a copy) of that data as well as to be provided with supplemental information about the processing.
- Request that we rectify any inaccuracies where the data we hold about you is inaccurate or incomplete.
- Have your data erased by us, although in certain circumstances we may not be able to do this.
- Restrict the processing of your personal data in certain ways.
- Object to certain processing of your personal data.

Making a complaint

If you have any concerns about the way that we have handled your personal data, please email the University's Data Protection Officer at data.protection@soton.ac.uk. More details and the University's Data Protection Policy can be found at: <https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>.

If you're still unhappy, you have the right to complain to the Information Commissioner's Office (an independent body set up to advise on information rights for the UK) about the way in which we process your personal data.

Any questions?

Please e-mail the i-NutriLife Hub Manager: i-NutriLife@soton.ac.uk.

