

# Privacy Notice

The Urban Studies Foundation Privacy Notice explains how we respect privacy when we deal with any personal information collected by our organisation. This notice was last updated 31<sup>st</sup> January 2021.

This Privacy Notice applies to information that we, the Urban Studies Foundation (USF), collects about individuals who interact with our organisation either as visitors to our website or as grant applicants. It explains what personal information we collect and how we use it.

Please read this privacy notice carefully to understand what we do with your personal information and what rights you have in relation to our activities. This privacy notice will be reviewed periodically. Any changes will be posted on this page and will become effective on that date. We encourage you to review this page for significant changes from time to time.

If you have any comments or questions about this notice, feel free to contact us via our website at: <http://urbanstudiesfoundation.org/about/contact>

## 1. Who we are

The Urban Studies Foundation (USF) was founded in 2008. We are a charitable company (Ref: SC039937), regulated by the Office of the Scottish Charity Regulator (OSCR), and run by a board of eleven Trustees.

Our main objectives are:

- To advance academic research and education in the field of urban studies.
- To promote knowledge transfer, exchange and mobilisation in the field of urban studies.

We realise these objectives primarily by providing significant grant funding and support to individuals and institutions engaged in the advancement of postgraduate academic research and education through our current core grant-funding streams. See our website for further details: <http://urbanstudiesfoundation.org>

## 2. Personal data that we process

The following table explains types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work.	Name, email, message.	<i>Legitimate interests</i> – it is necessary for us to read and store your messages so that we can respond in the way that you would expect, and to operate as a charitable company.
Subscribing to email updates about our work.	Email.	<i>Consent</i> – signing up to our mailing list requires active consent via a double process of confirmed consent

		(sign-up and verified confirmation via email), or to have individually requested or consented to subscription in person to our staff.
Website functionality.	Website activity collected through cookies, analytics and social media.	<i>Legitimate interests</i> – it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect. Please see Section 8 of our privacy notice for more information (below).
Applying to our grants, or to other positions with the USF.  <i>Note: this includes applications for employment and/or voluntary work with the USF, including as a USF Trustee.</i>		<i>Legitimate interests and consent</i> (where applicable) – information provided by applicants will be stored and circulated as necessary for the assessment procedures to be followed and for the USF to carry out its grant funding activities as part of its objectives as a charity (see above, Section 1). This necessarily includes sharing relevant information and data with referees, assessors, and USF Trustees, some of whom are based outside the European Economic Area (EEA) including in jurisdictions where personal data may not have the same protection as within the EEA. By submitting your application you agree to it being sent to assessors and Trustees outside the EEA in accordance with this notice. Submitting the Urban Studies Foundation's online application forms for USF grants or positions (e.g. employment or voluntary work) constitutes the applicant's consent and agreement to all terms, conditions, and notices contained in the relevant grant's Further Particulars and associated documents. Please see Section 9 (below) for more information.

### 3. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this notice.

For example, we may use your personal information to:

- Reply to enquiries you send to us.
- Where you have specifically agreed to this, send you communications by email relating to our work which we think may be of interest to you.

## 4. When we share your data

We will only pass your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third party.
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors.
- We are required by law to share your data.
- We are communicating aggregate and/or anonymous statistical information about our award schemes and charitable activities (see Section 9 below).

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

## 5. How long we keep your data

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

## 6. How we keep your data safe

We take the security of personal information very seriously. Therefore we have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

This includes using modern and up-to-date software to store and process your personal information, with access limited to personnel who require it. We also use a back-up and recovery system to keep the information secure. When we delete information it is done in a manner that ensures the data cannot be recovered.

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, we will promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

## 7. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.

- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us via our website:

<http://urbanstudiesfoundation.org/about/contact>

Please note that relying on some of these rights, such as the right to deleting your data, may make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

## 8. Cookies and usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, for example: remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>

Any other social media plugins that we use allow us to share our news and services with you on these third party platforms. None of the data collected through cookies, analytics, or social media plugins allows us to identify you as an individual (we don't "see" any personal data about you, other than things like your IP address). For more information on cookies, including how to disable cookies, please visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

## 9. Applications to our grants and other USF roles

Applicants to USF grant funding, employment, or voluntary work are required to submit the application formally online or via email to indicate that the information provided therein is, to the best of their knowledge, complete and accurate. Applicants should be aware that information they provide will be stored and circulated as necessary for the assessment and selection procedures to be followed. Submitting the Urban Studies Foundation's online application forms constitutes the applicant's consent and agreement to all terms, conditions, and notices contained in the relevant Further Particulars and associated documents. In addition:

- In the case of USF grant funding applications, successful applicants should be aware that the information they provide on the application form may be copied to the relevant authorised officer in their employing or host institution as necessary for the award procedures to be followed, and information on the status of their award may be made available to the relevant authorised officer in their employing institution by the Urban Studies Foundation as necessary for the conditions of award to be fulfilled.
- The application process may include sharing all relevant application information and personal data with referees, assessors and Trustees who are based outside the European Economic Area (EEA) including in jurisdictions where personal data may not have the same protection as within the EEA. This is a necessary part of the application process. By submitting your application you agree to it being sent to our assessors and Trustees outside the EEA in accordance with this notice.
- Application information will be retained for up to ten years in the case of successful applications, and up to seven years in the case of unsuccessful applications, and may be consulted by the Urban Studies Foundation in the event of future applications being submitted.
- In the case of USF grant funding applications, details of award holders (including name, institution, project details and amount of award) will be used to compile published lists of award-holders which will be made available on the Internet, and to produce statistical and historical information on Urban Studies Foundation awards. The USF also publishes the names and biographies of Trustees online, and details of both paid and voluntary positions at the USF may be published and used in the same way.
- Personal information provided by applicants will be used for monitoring and statistical purposes only, and at no stage will it form any part of the assessment or selection process. We may share this aggregate information in anonymous form with other individuals, organisations and the public to communicate statistical information about our awards (e.g. “*x percent of our award applications come from European nationals*”).

Any queries submitted under the terms of the Data Protection Act or GDPR about the processing of personal data as part of our application processes should be addressed to the USF's Director of Operations (acting as data processor, controller and protection officer). Further contact information may be found on our website: <http://urbanstudiesfoundation.org/about/contact>

## 10. Complaints

If you think there is a problem with the way we have handled your data we invite you to contact us immediately via our website:

<http://urbanstudiesfoundation.org/about/contact>

However, you also have the right to raise a complaint to the ICO (Information Commissioner's Office). We would be grateful if you spoke first to us about the issue, but if you'd prefer to go direct to the ICO please visit: <https://ico.org.uk>

## 11. Modifications

We may modify this Privacy Notice from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.