

How we use your personal information

-- Referees and assessors for Junior Research Fellowships via the Joint Research Fellowship (JRF) competition

This statement explains how Churchill College as competition administrator (“we” and “our”) and the relevant college(s) handle and use information we collect about referees and assessors (“you” and “your”) for Junior Research Fellowships.

The controller for your personal information is Churchill College, Storey’s Way, Cambridge CB3 0DS. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (12b King’s Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk). OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within College otherwise responsible for data protection at the time of issue is Hannah James, College Data Protection Lead (information@chu.cam.ac.uk), and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar, Tamsin James, bursar@chu.cam.ac.uk

The legal basis for processing your personal data is that it is necessary in order for you to enter into a contract with Churchill College (for assessors) and consent (for referees).

How your data is used by the College

Your data is used by Churchill College as competition administrator for the purposes of managing the application and selection process of the joint competition. The data protection statements of the other college are available from those colleges.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

The College holds the following personal data relating to you, in line with the purposes above:

- A* personal details, including name, contact details (phone, email, postal);
- B any correspondence relating to your involvement in the competition process.

Those marked with an * relate to information provided by you (or by competition candidates with your permission). Other data and information is publically-available, generated by us or, where self-evident, provided by a third party.

Who we share your data with

Information is shared with the participating colleges for the purposes of administering the joint research fellowship competition.

Information is not shared with other third parties without your written consent. Generally, personal data is not shared outside of the European Economic Area.

How long we keep your data

The length of retention of your data as a referee or assessor for the competition depends on the outcome of the individual's application.

If they are successful in their application, your data will be retained on the competition system for the duration of their tenure plus one year.

If they are shortlisted but eventually unsuccessful and the appointee is from outside the EEA, Churchill College as the competition administrator will retain your data for no more than six years to comply with immigration legislation requirements.

If they are unsuccessful in their application, Churchill College as the competition administrator will retain your data for no more than eighteen months after the end of the competition.

Your rights

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal data with the [Information Commissioner's Office](#).

*Last updated: 05/05/21
Hannah James*