



## NERC ONEPlanet Doctoral Training Partnership (DTP)

### PRIVACY NOTICE

#### 1. Overview

The [NERC ONEPlanet Doctoral Training Partnership](#) (DTP) is a Doctoral training programme funded by the Natural and Environmental Sciences Research Council (NERC). This is a joint partnership between Newcastle University and Northumbria University.

ONEPlanet awards individual doctoral studentships which include a stipend and payment of tuition fees, and research training support grant (RTSG) to support activities associated with primary research, such as consumables, fieldwork and data collection; participation in specialist training and outreach events, attendance to conferences and workshops; and placements in partner organisations (from higher education institutions (HE) and non-HE).

In order to manage the DTP effectively across both partner institutions, the DTP Management are required to receive and monitor all data regarding our applicants and Doctoral Training students; and report all recruitment and student activity data back to our funder NERC. Please read our privacy information below for further details.

NERC is led by UK Research & Innovation (UKRI). You can also read their Privacy notice [here](#).

Please note postgraduate application data will also be processed separately by the institution you have applied to, in accordance with their terms and conditions (Their Privacy notices and GDPR policies can be found below).

#### 2. Data Controllers

The Universities of Newcastle and Northumbria (“the Universities”) are all registered as Data Controllers with the Information Commissioners Office for the purpose of processing personal data.

This Privacy Statement supplements the privacy notices separately issued to you by the University you are enrolled with (listed below) and addresses the processing of your data as a ONEPlanet DTP student which requires the sharing of personal data by the Universities in order to process your application and your studies.

Newcastle University [Student Privacy Notice](#)

The University of Northumbria at Newcastle [Privacy Notice](#)

#### 3. How is your personal data collected?

- Direct from you via your application
- Direct from you during your studies and your engagement with us
- From our Partner Universities

#### 4. What personal data is collected?

The ONEPlanet DTP collects and processes the following data:

#### 4.1. Personal data from your application:

- Identification and contact details: Your name, title, date of birth, age, gender, correspondence address, email address, phone number, emergency contact details; where applicable passport and visa details;
- Evidence of residency status, country of domicile necessary to establish fee status;
- Details of previous education, training and employment;
- Special Category Data: physical or mental health conditions, racial or ethnic origin, sexual orientation, religious beliefs and information relating to previous criminal offences (where there is a legal obligation for the University to collect such information).

### 5. Activities we process personal data for

We may process your Personal Data and share it between the Universities for the following purposes:

- Provided to academic reviewing panels to make informed and appropriate academic decisions on funding and allocation of ONEPlanet and NERC grant monies;
- Administering study, such as recording of achievements, determination of award and monitoring of attendance;
- Administering finance, such as payment of fees;
- Monitoring equal opportunities;
- Processing student academic appeals and student discipline cases;
- Direct mailing of or about (i) student benefits and opportunities offered by or through ONEPlanet and (ii) ONEPlanet or partner university activities and events organised for students.

### 6. Sharing your Personal Data with Third Parties

The ONEPlanet DTP will disclose personal data to:

- NERC & the UKRI in accordance with the grant terms and conditions and meeting reporting requirements.
- With the ONEPlanet Operational Management Committee in relation to performance, and equality and diversity.
- The ONEPlanet Academic Directors where you are experiencing illness or individual circumstances that may impact upon your funding.
- Partner external organisations who are interested in directly sponsoring a project relevant to your area of interest.

### 7. How personal data is stored securely

Personal data from your ONEPlanet studentship application will be held by the host university in accordance with local policy and practice but may be shared with ONEPlanet where appropriate to manage the studentship and support applications for additional monies (for example, overseas fieldwork, difficult language training, Disabled Students Allowance).

Student data is also held locally by academic departments, colleges and professional support services in email, network storage and paper files.

Details of the successful candidates' projects will be shared with NERC, who will then post the project details along with the name of the candidate on the ResearchFish and Je-S (used for maintenance of studentship details) as per the terms and conditions of accepting the offer of a studentship.

## 8. How long personal data held for?

Your data will be retained for as long as you are a student with the University, and then for a further six years. Data is only retained if it is required to fulfil the purpose for which it is held, and then to fulfil any legal requirements in relation to you being a student.

## 9. Rights relating to your Personal Data

The Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) provide you with a number of rights relating to your personal data held/processed by the University.

You have the right to:

- Be informed as to how we use your data (via this privacy notice)
- Request access (a copy) of the personal information that we hold about you.
- Correct inaccurate or incomplete data
- Request that we stop sending you direct marketing communications.

In certain circumstances, you may also have the right to:

- Ask to have certain data 'erased by us.
- Request that we restrict certain processing of your personal data.
- Request that we provide any data you submitted to us electronically be returned to you or passed to a third party as a data file.
- Object to certain processing of your personal data by us

For Newcastle University's GDPR statements, please visit: <https://www.ncl.ac.uk/data.protection/>

For Northumbria University's GDPR statements, please visit: [General Data Protection Regulations \(northumbria.ac.uk\)](http://northumbria.ac.uk/General-Data-Protection-Regulations)

## 10. Contact

If you have any further questions or concerns relating to the above policy please contact [oneplanet@ncl.ac.uk](mailto:oneplanet@ncl.ac.uk), or either of the University Data Protection officers:

University	Officer	Contact
Newcastle University	Information Security Officer (Compliance)	Rec-man@ncl.ac.uk
Northumbria University	Duncan James Northumbria's Records and Information Manager	Duncan.james@northumbria.ac.uk