

# EPSRC Centre for Doctoral Training in Agri-Food Robotics - Applicants

## Your personal information

The University of Lincoln collects personal information about you when you make an enquiry about, or apply for, the Centre for Doctoral Training (CDT) programme. We use this information to respond to your requests for information, to help you make informed decisions about whether you wish to apply to study with us, and to consider the suitability of your application to the CDT programme. This notice explains more about how we use your personal information.

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### **What information we collect about you**

We collect information about you when you make an enquiry, or when you submit an application to the CDT Programme. If you are later accepted onto the programme, the relevant partner University will collect further information about you as part of the application and enrolment process; this will be covered in a separate privacy notice.

Through your application, we will collect:

- Your name, address, and email address
- Your nationality and residence status
- Information about qualifications you hold
- Information about your current and past employment and study
- Your preferred training pathway
- Information about your age, gender, ethnicity, religion, and disabilities
- Any other personal data you provide as part of your application, e.g. as part of your CV and personal statements.

Keep your details up to date by emailing [agriforwards.cdt@lincoln.ac.uk](mailto:agriforwards.cdt@lincoln.ac.uk).

### **How we use your information**

We collect information about you when you make an enquiry about the programme, whether by email, over the phone, or by submitting a request through the University website.

Enquiries made via the University of Lincoln website are covered by the privacy notice at <https://www.lincoln.ac.uk/home/abouttheuniversity/governance/universitypolicies/websiteandpublicationsinformationliability/>

We use the information you provide in your application to evaluate your suitability for the CDT programme. This information is used to enable us to take necessary steps at your request before entering into a contract; for example, to allow us to determine whether to make an offer of study, and to make clear the terms of that offer. We also use the

information you provide for the performance of the tasks we carry out in the public interest, for example, teaching and research.

Information you provide about your age, gender, ethnicity, disability and religion will be used where in support of our legal obligation to monitor diversity and equality of opportunity.

When your application is received, identifying details including your name, age, gender, ethnicity, religion and any disabilities you have will be removed from the application, prior to the short-listing process, by employees of the University of Lincoln who have no involvement in the shortlisting and interview process. Your application will be given an anonymous identifier, and the application shortlisting panel will receive copies of your application with any personally-identifiable information removed. If a decision is made to shortlist your application, the shortlisting panel will then be given your name and contact details in order to invite you to interview.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

### **Information we may share with other organisations**

There are times when we may need to share information with other organisations. These are listed below.

**University of Cambridge** The University of Cambridge and the University of East Anglia are collaborators in the Centre for Doctoral Training in Agri-Food Robotics.  
**University of East Anglia** Your and application, with personal details redacted, will be shared with of and assessed by the University you specify as your first-choice institution.

If your application is shortlisted for interview, we will also supply the institution with your name and contact details, so they can arrange an interview.

If your application is rejected by your preferred institution, we will send your application to your next choice if possible, until all institutions have had an opportunity to consider your application.

For further information see the UKRI Terms and Conditions of Research Council Training Grants <https://www.ukri.org/files/legacy/news/training-grants-january-2018-pdf/>

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

### **Information processed abroad**

In some circumstances the University may need to transfer your personal data outside the European Economic Area (EEA). If this is the case the University will make every effort to ensure there are adequate levels of protection and safeguards in place so that your data is handled appropriately and securely in accordance with data protection legislation.

## How long we keep your information

We retain your personal information only as long as is necessary, and in accordance with the University's records retention schedule. The University's retention schedule has been created in line with the Jisc retention schedules. The University reserves the right to change its retention schedule at any point.

Data will be kept securely and destroyed when no longer required. If you access other University services, these may keep a record of your contact, and will provide you with details of how long they keep your information. If you go on to apply and enrol as a student at the University of Lincoln further information will be collected and processed. Please refer to our separate Enrolment privacy notice at

<http://lincoln.ac.uk/home/media/responsive2017/welcomeweek/PrivacyNotice.pdf>.

## Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

- Access** You have the right to request a copy of any personal information we hold about you.
- If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.
- Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.
- To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.
- Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.
- Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.
- Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to object or withdraw consent**

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact [agriforwards.cdt@lincoln.ac.uk](mailto:agriforwards.cdt@lincoln.ac.uk) and explain your objection.

### **How to contact us**

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to complain**

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.