

## **DATA PRIVACY NOTICE**

### **1. Introduction**

The British Academy (the Academy) has commissioned The Careers Research and Advisory Centre (CRAC) to conduct research to evaluate its Mid-Career Fellowships (MCFs) Scheme.

For the purpose of this evaluation, the Academy is the data controller in respect of the personal data collected within the scope of this privacy notice.

Information about the approach can be found here: [Privacy policy | The British Academy](#)

Kanekwa Nzimba, Senior Monitoring and Evaluation Lead, is responsible for this evaluation: [ba\\_monitoringevaluation@thebritishacademy.ac.uk](mailto:ba_monitoringevaluation@thebritishacademy.ac.uk)

CRAC is acting as data processor (as defined in data protection legislation).

### **2. Uses of your information**

This study draws on an awardee survey and interviews with stakeholders to gather insights into the effectiveness of the scheme in meeting its objectives and the needs of Mid-Career researchers, as well as the accessibility and demand of the scheme to applicants, the impact and significance of the scheme, and the reach and impact of public engagement activities arising from the scheme.

Findings from the survey will be summarised in a report that CRAC will write. CRAC will provide the Academy updated contact details for the purposes of their ongoing evaluation activities, where individuals have specifically given their consent to do so.

### **3. Legal basis for using your personal information**

Under data protection legislation, a legal basis is required to be able to process your personal information for the purposes set out above. The collection and use of your personal information will be based on you providing your explicit consent.

Withdrawal of consent: Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason. If you wish to withdraw consent, please do so in writing to Katja Jonsas, Research and Evaluation Manager, [katja.jonsas@crac.org.uk](mailto:katja.jonsas@crac.org.uk).

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If that is the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew it.

### **4. What personal information we will collect**

Personal information that we may collect during the research could include the following:

- Name
- Email
- Host university

- Academic discipline
- Career stage
- Current position
- Current employer
- Project details (start date, end date, title and abstract)
- Gender
- Age
- Nationality

## 5. Storage and sharing of personal information

Information supplied through the project surveys will be collected through JISC Online Surveys tool. During data collection, the data are stored in an encrypted state. You can learn more about the privacy policy of JISC Online Surveys here [Privacy notice – Online Surveys](#)

The information you submit will be compiled by CRAC but only anonymised data derived from the surveys may be included in our research report. You will not be identifiable from any such outputs. We will not pass your information to any other organisation except where required to do so by law.

## 6. Your rights over your personal information

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to:

- Request access to your personal information (and receive a copy of it)
- Request correction of any inaccurate personal information held about you
- Request for your personal information to be deleted
- Withdraw your consent for us to use your personal information

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal information. To exercise any of these rights, in the first instance please contact Katja Jonsas, Research and Evaluation Manager, [katja.jonsas@crac.org.uk](mailto:katja.jonsas@crac.org.uk).

## 7. How we protect your personal information

CRAC has a range of security measures to protect your personal information:

- All staff are required to undertake training in data protection and information security on joining the organisation and then on an annual basis;
- Formal information security policies that must be read and understood by all staff;
- Personal information is only available to those members of staff who require access as part of their role;
- Our information and data systems are accredited through the Cyber Essentials scheme and the ISO 27001 standard on information security.

## 8. How long we will hold your personal information

CRAC are only able to retain your personal information for as long as it is needed for the purpose(s) for which it was collected. Personal information you have shared will be retained by CRAC no longer than one month after the expected conclusion of this project, which is currently scheduled to be 28<sup>th</sup> August 2025, unless extended. Your contact details may be held by the Academy beyond this time where you have given permission for that to be the case, for the purposes of the ongoing evaluation activities.

#### 9. Complaints about the use of your personal information

If you are unhappy with the way in which your personal information has been handled, please contact us via [katja.jonsas@crac.org.uk](mailto:katja.jonsas@crac.org.uk) and we will try to resolve your issue. If we are not able to resolve the issue to your satisfaction, you can make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) which can be contacted at:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 0303 123 1113; Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

#### 10. Changes to this privacy notice

We keep our privacy notices under regular review, and we will inform you of any changes to this notice in writing. 24/04/2025