



General Data Protection Summary



How we protect and manage your personal data

This document is available to PROCESS stakeholders as a guide to understanding how the project, through its management processes and procedures, collects, manages and shares the personal data obtained in the course of the programme and related activities. **Personal data is any information which relates to a living individual who is identifiable either from the data itself or from the data in conjunction with other information held by the PROCESS or its partners, including the EU Commission. This can include one or more factors related to a person's physical, physiological, mental, economic, cultural or social identity. Data is information that can be processed either electronically or in paper form.** In accordance with new EU regulations that will come into effect 25 May 2018, the programme will comply with guidelines and obligations set forth under these new rules. The General Data Protection Regulation (GDPR) will give you greater control over your personal information, including a right to object to processing this information in the course of research programme-related activities.

This is a summary document only. Further information on the new regulations and your rights related to personal information can be found on the GDPR Commissioner's website:

<https://www.dataprotection.ie/docs/GDPR/1623.htm>

The information we collect about you

In carrying out the work and obligations of the research programme, we will hold:

- Official email addresses
- Names
- Research group affiliations
- Work phone numbers
- Financial information (including but not limited to purchases orders, invoices, financial spreadsheets, expenditure reports, salary/stipend details)
- Information about you that you have consented to us using for reporting purposes or for general communication about events, opportunities and activities related to the research programme or other PROCESS-led activities.
- Other information such as CVs, funding history, academic and non-academic collaborations, education and employment history, industry-placement reviews, project reviews and research proposals, both successful and unsuccessful
- Information provided on the EU commission reporting portal or SESAME reporting portal in the case of PROCESS-related activity.
- Newsletter contributions and photos for publicity purposes to general audiences
- Project meeting attendance record and registration (using Eventbrite or similar platform).

How we use the information and the legal basis

We use and share your data where:

- You explicitly give consent to do so by email, verbal or contractual means. You may withdraw this consent at any time.
- Use of personal data (i) is necessary for the PROCESS project manager or Programme Coordinator to carry its contractual obligations set forth in the EU Commission Terms and Conditions or those set forth in the PROCESS Grant Agreement, and/or employment contracts (ii) is necessary to comply with a legal obligation, including government, regulatory or law enforcement bodies. This includes information requested in relation to police clearance to facilitate education and public engagement activities.

Parties with access to personal data

In the course of the research programme, we may share your data with:

- Your authorized representatives, including supervisors and project leaders
- Industry partners for the purpose of identifying suitable training and research opportunities and for logistical purposes of conducting project meetings
- HR, finance, research office, TTO representatives employed by the University of Limerick, and SSPC, PMTC and DPTC operations team members for the purpose of reporting and validating information we receive from you or third parties regarding the research programme and/or related activities.
- Funding bodies such as Science Foundation Ireland, Enterprise Ireland and other international bodies or individuals by whom funding proposals are reviewed or evaluated. **This includes instances where data is shared outside the EEA.**

How long we retain your data

In accordance with the Commission's terms and conditions, PROCESS will hold all financial, technical and administrative data for the duration of a given funding award + 5 years.

Implications of not providing your data or consenting to its collection

If you do not provide authorization to collect or share your personal data, we may not be able to:

- Inform you about PROCESS activities, meetings, funding opportunities, networking events, training sessions, internships or job opportunities within the community
- Review your proposal application for the fellowship
- Include your contributions to the research programme in reports to third parties, including SFI and the EU commission

Your information rights, including the right to object to data uses

From 25 May 2018, you will have several enhanced rights:

- To find out if we use your information and request a copy of your information
- Have inaccurate information updated/corrected
- Object to particular use of your information for our legitimate purposes
- In certain circumstances, have your personal data deleted or our use restricted
- Exercise the right to data portability
- To withdraw consent at any time where processing is based on consent

Sharing information for processing outside of the European Economic Area (EEA)

In some cases, the data we collect may be transferred to industry, academic and other stakeholders located outside of the EEA, including to a jurisdiction where the level of protection afforded to personal data is not as high as that in the European Union. These parties may include industry representatives located at international/worldwide sites, those asked to conduct peer-review on PROCESS activity, and international funding agencies, such as the National Science Foundation (NSF). In such cases, the data transferred or processed may include official email addresses, social media details, researcher profile/history and CVs.

This data may be shared with these entities or their representatives for the purposes of promoting the PROCESS programme and its objectives, in cooperation with publicity events, and in the course of hosting or attending international conferences or meetings.

Contact details for GDPR Officers

To exercise any of these rights or to find out more information on the GDPR, you can contact the Data Protection Officer at PROCESS or the University of Limerick:

PROCESS PROCESSdataprotect@ul.ie

University of Limerick: dataprotection@ul.ie