

# How we use your personal information

## *-- Applicants 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 applicants (“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](mailto: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](mailto: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](mailto:bursar@chu.cam.ac.uk)

The legal basis for processing your personal data is that it is necessary either in order for you to enter into an employment contract with or membership of the relevant College, where you will be subject to the College’s governing documents.

### **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 and for the monitoring of equality and diversity within the competition. Subsequently your data will be used by the relevant colleges to consider your suitability for employment or election. The data protection statement for job applicants and candidates for election to Churchill College is available from [www.chu.cam.ac.uk/about/official-documents/data-protection-resources/](http://www.chu.cam.ac.uk/about/official-documents/data-protection-resources/). 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\* your application form and associated information submitted by you at that time;
- C other data relating to your recruitment (including references we take up as part of the recruitment process, any pre-employment assessment of you, and any assessment of you at an informal or formal interview);
- D\* any information relating to your age, nationality, gender, disability and ethnicity;
- E any correspondence relating to the outcome of the recruitment process (either successful or unsuccessful).

Those marked with an \* relate to information provided by you. Other data and information is 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. Your name, the fact that you are an applicant to the competition and your writing files will be shared externally with assessors and the referees that you detail as part of the competition process.

Information is not shared with other third parties without your written consent.

### **How long we keep your data**

If you are successful in your application, your data will be retained on the competition system until the end of your tenure plus one year, and subsequently be held as part of your employment or membership record with the relevant college. The data protection statement of the relevant college will explain how your data is used.

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

If you are unsuccessful in your application, Churchill College as the competition administrator will retain all data and information for no more than eighteen months after the end of the competition. Anonymised data may be retained for statistical and planning purposes for longer.

### **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