Data Privacy Notice for Lincoln Agri-Robotics (LAR) PhD Studentship
Enquirers and Applicants

Section 1. Introduction
The University of Lincoln collects personal information about you when you make an enquiry, whether via email, over the phone, or via a webpage contact form, or apply for a PhD studentship with Lincoln Agri-Robotics (enquiries made via the University of Lincoln website are covered by this Privacy Notice).

We use this information in the following ways:
- To facilitate the student recruitment process
- For anonymised reporting purposes
- To respond to your enquiries

Note: this Data Privacy Notice is intended for those making enquiries and submitting PhD studentship applications, a separate Data Privacy Notice is applicable to Lincoln Agri-Robotics PhD students.

This Data Privacy Notice explains more about how we use your personal information.
- Section 2. What information we collect about you
- Section 3. How we use your information
- Section 4. Information we may share with other organisations
- Section 5. Information processed abroad
- Section 6. How long we keep your information
- Section 7. Accessing your information and other rights
- Section 8. How to object or withdraw consent
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Section 2. What Information We Collect About You
We collect information about you when you make an enquiry, or when you apply for a PhD studentship with Lincoln Agri-Robotics. At recruitment stage we collect:

- Identification and contact data (e.g. name, personal address, personal telephone numbers, personal email address, residency status)
- Special category data (e.g. information which may reveal race or ethnic origin, gender, age, religious beliefs, disability, sexual orientation for equality, diversity and inclusion purposes)
- Information and evidence of your qualifications (e.g. transcripts and certificates)
- Other personal data you provide as part of your application (e.g. CV, personal statements, information about past employment and study and right to work, identification documentation)

Our legal basis for processing this information comes under the following lawful reason for processing data (as outlined in Article 6 of the GDPR):

(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

Our legal basis for processing special category data comes under the following lawful condition for processing special category data (as outlined in Article 9 of the GDPR):

(g) Reasons of substantial public interest (with a basis in law)

It is necessary for the University to process data provided by applicants when conducting the student recruitment exercise, prior to commencement of studies; for example it will need to assess and record information about their qualifications as part of the selection process. Processing application data is necessary in managing the student recruitment exercise effectively to decide to whom to offer a studentship. The University is also under a legal obligation to check that a successful candidate has the right to study in the UK.

You can keep your details up to date by contacting the Lincoln Agri-Robotics team via email (lar@lincoln.ac.uk).

Section 3. How We Use Your Information

We collect the information you provide to facilitate the student recruitment process for Lincoln Agri-Robotics.

- Personal data is collected through the application process and used to evaluate your suitability for the Lincoln Agri-Robotics PhD studentship programme.
- Personal data is collected through the application process and used to monitor equality, diversity and inclusion.

Note: documentation provided as part of your application is anonymised prior to being shared with the shortlisting panel. Due care is taken to remove identifying details such as your name, age, gender, ethnicity, religion, sexual orientation, and disability status.

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 is available in the University’s Cookies Policy.

Section 4. Information We May Share with Other Organisations

Lincoln Agri-Robotics is funded by Research England; one of nine Councils within UK Research and Innovation. We may be required to share information with Research England for monitoring and project reporting purposes. For further information about this, please refer to the UKRI Privacy Notice.

The University uses system providers to process information on the University’s behalf. Data Agreements are in place to ensure all parties comply with relevant data protection legislation and handle your data accordingly. System Providers act strictly on the University’s 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 safeguarding a person’s wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.
**Section 5. 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 that there are adequate levels of protection and safeguarding in place so that your data is handled appropriately and securely in accordance with data protection legislation.

**Section 6. 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:

- Records documenting the handling of **successful** applications for admission will be retained for a six-year period after the relationship with the student has ended.
- Records documenting the handling of **unsuccessful** applications for admission will be retained for one year after the completion of the admissions process.

The University reserves the right to change its retention schedule at any time.

Data will be kept securely and destroyed when no longer required. If you access other University services, they can provide you with information about how long they keep your information.

If you go on to enrol as a student at the University of Lincoln, further information will be collected and processed. Please refer to our separate Enrolment Privacy Notice.

**Section 7. 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 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 or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

**Section 8. 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 the Lincoln Agri-Robotics team (lar@lincoln.ac.uk) and explain your objection.

**Section 9. How to Contact us**

For general enquiries please call 01522 88 2000 or write to the 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 or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

**Section 10. 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 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 and their telephone helpline number is 0303 123 1113.