

# Privacy Policy

## HOW WE USE YOUR DATA AND WHO WE SHARE YOUR DATA WITH

The information you provide will be used by the University of Edinburgh who needs to do so in order

- to evaluate and process your application for the INCiTE Summer School programme

We are using your personal data because you have applied to participate in the INCiTE Summer School programme. By applying you have given us your consent to contact you.

Your data will be shared with professional services staff within Edinburgh Global. If you are selected to participate in the programme your data will also be shared with the National University of Management, Duy Tan University, the University of Amsterdam, Nanyang Technological University and the University of Sydney to facilitate your participation in the programme. The University will also share the data of selected students with relevant Third Parties, such as accommodation and tour providers, to enable their full programmatic participation.

### THIRD PARTIES

- we use Online Surveys to administer applications. If you are interested, you can read their privacy policy on the [Online Surveys Privacy Policy](#) page.

We do not use profiling or automated decision-making processes.

If you have any questions, please contact [goabroadprojects@ed.ac.uk](mailto:goabroadprojects@ed.ac.uk).

The INCiTE Summer School is managed by the University of Edinburgh, which means that we also adhere to its Privacy Policy. To read the University's privacy policy please visit the [University of Edinburgh Privacy Policy](#) page.

### RETENTION PERIODS

- if you apply to the INCiTE Summer School and are not selected, your data will be kept for 1 year following the end of the programme cycle that you applied to;
- if you apply to the INCiTE Summer School and are selected, your data will be kept for 5 years after the summer school in which you participate in concludes (e.g. student data will be deleted by July 2030 for students participating in the INCiTE Summer School taking place in July 2025) for the purposes of data aggregation.

### DATA CONTROLLER AND CONTACT DETAILS

For data collected under this privacy notice, the University of Edinburgh (the "University") is the Data Controller (as that term is defined in the EU General Data Protection Regulation (Regulation (EU) 2016/679), registered with the Information Commissioner's Office, Registration Number Z6426984. You can contact our Data Protection Officer at [dpo@ed.ac.uk](mailto:dpo@ed.ac.uk). More details about our data protection policy can be found on our website at <https://data-protection.ed.ac.uk/data-protection-policy>.

### MANDATORY DATA SHARING

In addition to the primary purposes, we are also legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also

generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

### **TRANSFERS OUTSIDE THE EEA**

The University will only transfer data to countries outside the EEA when satisfied that both the party which handles the data and the country it is processing it in provide adequate safeguards for personal privacy. Details of such transfers and safeguards are on our website.

### **RETENTION OF DATA AND YOUR RIGHTS**

We will hold the personal data you provided us only as long as we need to. For information about how long your data are kept, please consult the retention schedules. You have the right to request access to, copies of and rectification or erasure of personal data held by the University and can request that we restrict processing or object to processing as well as the right to data portability (i.e. the right to ask us to put your data into a format that it can be transferred easily to a different organisation). If you wish to make use of one of these rights, please email your local contact. If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or part at any time. To withdraw consent, please email your local contact, who will explain the consequences of doing so in any particular case and initiate proceedings for withdrawing consent.

### **COMPLAINTS**

If you are unhappy with the way we have processed your personal data you have the right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk) but we ask that you raise the issue with our Data Protection Officer first.