

## INCiTE Summer School Privacy Policy

For data collected under this privacy notice (the “Notice”), the University of Edinburgh (“UoE”) is the data controller. To read UoE’s privacy policy please visit the [University of Edinburgh Privacy Policy](#) page.

### What data we collect and how we use your data

In order to deliver the INCiTE Summer School, we may collect and process the following categories of personal data:

- Contact details (name and email address)
- Gender
- Information provided in application forms.

In some circumstances, we may need to process special category personal data for the purposes of ensuring any appropriate safeguards are put in place to deliver INCiTE or to make reasonable adjustments. This may include information relating to genetic data or health data (for example if you share accessibility needs). We only collect and use this type of data where strictly necessary to support you in connection with INCiTE and where we have put extra safeguards in place to protect your personal data.

Your personal data will be used to allow us to deliver INCiTE and for the following purposes:

- To administer and deliver INCiTE
- To evaluate and process your application for INCiTE
- To place participants into intercultural teams
- To provide you with support before, during and after INCiTE
- To monitor and evaluate participation in INCiTE
- To comply with legal obligations
- To communicate with you.

If you are selected to participate in the programme your data will also be shared with Universitas Gadjah Mada, University of Toronto, Nanyang Technological University, CUBEL Culture & Education, the National University of Management (Phnom Penh, Cambodia) and the University of Sydney to facilitate your participation in the programme.

### Legal basis for processing

Our legal bases for processing personal data in connection with INCiTE include:

- **Legitimate interest** – to allow us to operate INCiTE
- **Legal obligation** – to comply with law including ensuring that any safeguards are put in place to deliver INCiTE
- **Consent** – for optional marketing emails including any newsletters or events which may interest you or where we rely on your agreement for certain communications

### How we collect your personal data

We use different methods to collect personal data from and about you including through:

- Direct interactions. You may give us your personal data directly by filling in your application form or corresponding with us.
- Indirect interactions. We may also receive your personal data indirectly from:

- Third parties (such as the other partner universities or organisations involved in delivering INCiTE, accommodation providers, tour providers, etc.); or
- Publicly available sources or databases.

### **Third parties**

Your personal data will be shared with the partner universities participating in INCiTE, academic and professional services staff supporting during INCiTE, service providers supporting our systems or regulators or supervisory authorities where legally required.

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.

### **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 2031 for students participating in the INCiTE Summer School taking place in July 2026) for the purposes of data aggregation.

### **International transfers**

As INCiTE involves international partner universities and is held in another country, successful students' data will be transferred outside the UK and EEA. We ensure appropriate safeguards are in place, such as the use of the UK International Data Transfer Agreement (IDTA), EU Standard Contractual Clauses (SCCs), or reliance on adequacy decisions where available.

### **Your rights**

You have the following rights under data protection law:

- The right to be informed (as set out in this Notice)
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- 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).
- The right to object

Please note, that these rights apply in certain circumstances, for example according to the lawful basis utilised by us. The right of access to personal information held about you exists in order to be aware of, and verify, the lawfulness of the processing. Please use the contact information below to exercise these rights.

**Contact details**

If you have any questions about this Notice, please contact [goabroadprojects@ed.ac.uk](mailto:goabroadprojects@ed.ac.uk) in the first instance.

You can also contact UoE's (as the lead institution) Data Protection Officer at [dpo@ed.ac.uk](mailto:dpo@ed.ac.uk). More details about our data protection policy can be found at <https://data-protection.ed.ac.uk/data-protection-policy> and as set out above.

**Complaints**

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) as the supervisory authority in respect of the processing of your personal data. We would encourage you to expend our internal complaints procedure through our initial contact and the University Data Protection Officer, prior to contacting the ICO. Please email [casework@ico.org.uk](mailto:casework@ico.org.uk) or call 0303 123 1113. Visit the [ICO website](https://ico.org.uk) for further contact information.

**Updates to this notice**

This Notice is not contractual and can be updated at any time. If there are any substantial changes to the way we use personal information we will update this Notice and publish an updated version as required.