

## 1. Overview

The EPSRC Centre for Doctoral Training in Renewable Energy Northeast Universities (ReNU) is an added value doctoral training programme funded by the Engineering and Physical Sciences Research Council. ReNU awards individual doctoral studentships which include a stipend and payment of tuition fees, and research training support grant (RTSG) to support activities associated with primary research, such as consumables, fieldwork and data collection; participation in specialist training and outreach events, attendance to conferences and workshops; and placements in partner organisations (from higher education institutions (HE) and non-HE).

In order to run a rigorous studentship competition and manage studentships across a partnership encompassing three Universities, ReNU management committee (ReNU MC) processes personal data. Please read the privacy information below for details.

Please note postgraduate application data will be processed separately by the institution you have applied to, in accordance with their terms and conditions.

## 2. Data Controller(s)

The Universities of Durham, Newcastle and Northumbria (“the Universities”) are all registered as Data Controllers with the Information Commissioners Office for the purpose of processing personal data. This Privacy Statement supplements the privacy notices separately issued to you by the University you are enrolled with (listed below) and addresses the processing of your data as a ReNU MC student which requires the sharing of personal data by the Universities in order to process your application and your studies.

The University of Northumbria at Newcastle [Privacy Notice](#)

Durham University [Student Privacy Notice](#)

Newcastle University [Student Privacy Notice](#)

## 3. Where does the ReNU MC get your personal data from?

- Direct from you via your application
- Direct from you via transactional activities as part of your studies and your engagement with us.
- From the Universities that make up ReNU

## 4. Categories of personal data processed by ReNU

To carry out our activities and to manage our relationship with you, we may collect, store, and process the following categories of data:

- We hold your name, address, date of birth and contact details as you have provided in your studentship application form.
- ReNU MC will also have a record of your University ID.
- For the purposes of transparency, it should be noted that personal data are not used to inform any decisions around funding, but rather are provided in an anonymised form to the EPSRC, and thereby to UK Research and Innovation (UKRI), to ensure the funding councils can work towards their Equality and Diversity targets

### Special Category Data

Application details processed by ReNU may further include personal data provided to your university in relation to your age, disability, gender identity, marital status, race, religion, sex or sexual orientation, which are collected under the requirements of the EPSRC who fund this programme.

## **5. The lawful basis for Processing**

- Processing is necessary for the performance of your contract with us as a registered student or in order to enter into that contract at the point of your application. Without this information we would not be able to process your application or enrol you.
- The Universities are public authorities with an obligation to undertake research and deliver teaching activities. To this end, your data is processed because it is necessary for the performance of a task in the public interest task in fulfilment of our duty to provide educational services.

We will put in place other safeguards which we are required by law to maintain when processing such data.

## **6. Activities we process personal data for**

We may process your Personal Data and share it between the Universities for the following purposes:

- Provided to academic reviewing panels to make informed and appropriate academic decisions on funding and allocation of ReNU and EPSRC grant monies;
- Administering study, such as recording of achievements, determination of award and monitoring of attendance;
- Administering finance, such as payment of fees;
- Monitoring equal opportunities;
- Processing student academic appeals and student discipline cases;
- Direct mailing of or about (i) student benefits and opportunities offered by or through ReNU and (ii) ReNU or partner university activities and events organised for students.

### Visitors to Our Website/Webpages:

When someone visits [renu.northumbria.ac.uk](http://renu.northumbria.ac.uk) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it. ReNU website uses cookies in line with the Northumbria University [Cookie Policy](#).

## **7. Sharing your Personal Data with Third Parties**

ReNU will disclose personal data to:

- EPSRC and UK Research and Innovation in accordance with the grant terms and conditions and meeting reporting requirements.
- With ReNU’s Strategic Advisory Board in relation to performance, and equality and diversity.
- The EPSRC and ReNU Academic Directors where you are experiencing illness or individual circumstances that may impact upon ReNU funding.
- External organisations who are interested in directly sponsoring a project relevant to your area of interest.

### 8. How personal data is stored securely

Personal data from your ReNU studentship application will be held by the host university in accordance with local policy and practice, but may be shared with ReNU MC where appropriate to manage the studentship and support applications for additional monies (for example, overseas fieldwork, difficult language training, Disabled Students Allowance).

Student data is also held locally by academic departments, colleges and professional support services in email, network storage and paper files.

Details of the successful candidates’ projects will be shared with the EPSRC, who will then post the project details along with the name of the candidate on the [researchfish](#) and [Je-S](#) (EPSRC uses Je-S for maintenance of studentship details) as per the terms and conditions of accepting the offer of a studentship.

### 9. Transfers to countries outside of the European Economic Area (EEA)

Some Partners and IT services providers are based in countries outside of the EEA. We only transfer data to outside the EEA where “appropriate safeguards” are put in place through contract, where the European Commission has agreed that data protection provisions of a country offer adequate levels of protection.

### 10. How long personal data held for?

The Universities will retain your identifiable personal data (responses to questions, profiling outcomes and app usage data) for as long as it is required to fulfil the purpose for which is it held and then to fulfil any legal requirements in relation to you being a student. In addition to this, ReNU will retain data for:.

Activity	Retention Period
Administering study, (successful applications, academic progress, transfers and withdrawals)	7 years after the end of the EPSRC ReNU grant
Handling of enquiries from prospective students	1 year after current year
Conduct and results of disciplinary proceedings and academic appeals	In line with the host institution’s policy
Processing of tuition fees and scholarship funds	7 years after the end of the EPSRC ReNU grant

Administration of research grants provided by research councils or corporate sponsors	7 years after the end of the EPSRC ReNU grant
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## 11. Your Rights under GDPR

Under the GDPR, you have a number of rights in relation to the processing of your personal information, each of which may apply to differing degrees' dependent upon the nature of the processing and the legal basis for it. You have the right to:

- Be informed as to how we use your data (via this privacy notice)
- Request access (a copy) of the personal information that we hold about you.
- Correct inaccurate or incomplete data
- Request that we stop sending you direct marketing communications.

In certain circumstances, you may also have the right to:

- Ask to have certain data 'erased by us.
- Request that we restrict certain processing of your personal data.
- Request that we provide any data you submitted to us electronically be returned to you or passed to a third party as a data file.
- Object to certain processing of your personal data by us

For more information about any of the above please see your University Websites:

- [Northumbria University](#)
- [Durham University](#)
- [Newcastle University](#)

## 12. Data Protection Officer

The Data Protection Officer is responsible for advising a university on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the university is processing your personal data, please contact the Data Protection Officer at the appropriate university:

University	Officer	Contact
Durham University	Jennifer Sewel University Secretary	(0191 33) 46144 <a href="mailto:jennifer.sewel@durham.ac.uk">jennifer.sewel@durham.ac.uk</a>
Newcastle University	Information Security Officer (Compliance)	<a href="mailto:rec-man@ncl.ac.uk">rec-man@ncl.ac.uk</a>
Northumbria University	Duncan James Northumbria's Records and Information Manager	<a href="mailto:duncan.james@northumbria.ac.uk">duncan.james@northumbria.ac.uk</a>

### 13. Lodging a Complaint with the Information Commissioners Office (ICO)

If you are dissatisfied with our processing of your data, or a response to a complaint you have made to us about it, you have the right to complain to the ICO.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, and Telephone: 0303 123 1113 (local rate) or 01625 545 745 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

For more information see [Information Commissioner's web site](#).