

RENEWABLE ENGINE

Privacy Notice

Renewable Engine collects, holds and processes a considerable amount of information, including personal data about individuals as project team members, researchers, academic partners, industry partners or relevant sector stakeholders, to allow us to deliver project objectives effectively and efficiently.

By engaging with the project, we respect your trust in us to use, store and share your information. In this notice we explain how we collect personal information about you, how we use it and how you can interact with us about it.

We recognise our responsibility in managing Personal Data, and are committed to protecting and respecting your privacy through compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

We will only use personal information you give to us for the purposes for which you provide it, or in accordance with the law, or for the prevention and detection of crime. We will only hold your Personal Data for as long as necessary for these purposes and will not pass it to any other parties unless this is made clear to you. All project staff who have access to your personal data or who are associated with the handling of that data are obliged to respect the confidentiality of your personal information.

This Privacy Notice is written in accordance with the EU's General Data Protection Regulation (GDPR), and describes the types of Personal Data we collect, how we use it, with whom we share it, and the rights of and choices available to you as a data subject regarding our use of your information

What is Personal Data?

Personal Data is data that relates to an identifiable living person ("data subject").

Sensitive Personal Data also relates to an identifiable living person, but specifically addresses:

- Race or ethnicity
- Political opinions
- Religious or similar beliefs or other beliefs
- Physical or mental health
- Sexual orientation
- Trade Union Membership
- Biometrics (where used for ID purposes)

Meeting Legal & Regulatory Obligations

To use your personal information lawfully, we rely on one or more of the following legal bases:

- Performance of a contract;
- Legal obligation;
- Protecting the vital interests of you or others;
- Public interest;
- Our legitimate interests;
- Your consent.

To meet our regulatory and legal obligations, we collect some of your personal information, verify it, keep it up to date through regular checking and delete it once we no longer have to keep it. We may also gather information about you from third parties to help us meet our obligations.

In deciding what personal information to collect, hold and process, Renewable Engine is committed to ensuring that we uphold the highest standards. We adopt and maintain the high standards in respect of the handling and use of your personal information and only collect, hold and use your personal information where it is necessary and proportionate to do so. We will keep your personal information secure and safe, ensuring that there are effective safeguards and systems in place to make sure your personal information is kept secure and that any personal information is deleted when it is no longer needed.

As a Body we will consider and address the privacy risks when planning to use or hold your Personal Data in new ways, such as when introducing new systems. We will provide regular training to project staff who handle personal information and we will comply with obligations to report any failure in our systems which results in a Data Breach and information being lost or miscommunicated.

Who will use your information?

Any information collected is visible to project staff only and is securely stored as such. The treatment of Personal Data is regularly addressed with staff through training and awareness briefings. Information is collected for the following purposes:

- Recruitment & Selection
- Project Claims
- Project Personnel Data
- Communications
- Project Management & Delivery

Access to your information and correction

Should you wish to access the information we hold on you, or have information we hold on you corrected/changed, please submit a request using the appropriate contact details provided below.

How long we will keep your personal data

We will only keep your data for as long as necessary to process in line with the funder's retention and disposal schedule. All information must be kept for 3 years following the final claim date (currently expected Q3 2021) for audit purposes.

Changes to this privacy notice

Changes made to this privacy notice will be updated to the project website (www.renewableengine.co.uk).

GDPR Policy

Renewable Engine partners will each abide by their own respective GDPR policy as defined by their institution.

How to contact us

Please contact Dr Alistair Quinn, Renewable Engine Programme Manager, at alistair.quinn@swc.ac.uk.

