

Research Management System - Privacy notice

Read about how we process personal data and find out about your rights.

our Research

Management System and covers the following:

- Overview
- The basis of processing your personal data
- Personal data we collect about you and how we use it
- Disclosure of personal data

We also need to process personal data to comply with our **legal obligations** . This can include statutory reporting to Higher Education Statistics Agency or Research England in relation to REF.

Within the lifecycle of research activities, there may be some processing activities that are **legitimate interest** will be documented, in conjunction with the . Exact purposes of this processing will be reviewed on a case-by-case basis, but may include situations where retained grant data from unsuccessful bids is accessed as a means of creating a template for future applications.

We are not processing any special categories of data as part of the Research Management System.

Personal data we collect about you and how we use it

The Research Management System collects, stores, and uses personal data for individuals involved in, or named on, research and enterprise projects, contracts, and other activities captured within the system. This includes academic, technical, and professional staff and students, current and former, and individuals external to the University, such as staff at other institutions.

Information is collected in two different ways depending on your affiliation with the University. Personal data of employees of the University are migrated from other University systems, and personal data of students of the University and external participants are systems,

We also share your personal data with other University teams and systems (such as the team and system, and our data warehouse) as it is necessary for the performance of the research cycle.

To meet legal obligations relating to our statutory reporting, we share your personal data with Higher Education Statistics Agency (HESA) and Research England in relation to our Research Excellence Framework submissions. On 4 October 2022, HESA merged with Jisc and it is now part of Jisc. Any personal data we share with HESA is controlled by Jisc under the purposes set out in their collection notice found [here](#). Any personal data we share with Research England is controlled by UK Research and Innovation (UKRI) under the purposes set out in their Privacy notice found [here](#).

We will only disclose your personal data to a third party when we are required to by law or where it is necessary and appropriate arrangements are in place with regard to data sharing.

There will be circumstances where we share your personal data with external collaborators, where those collaborators are the lead applicant on a proposal and will be submitting a proposal to the funder on behalf of the consortium.

Retention of personal data

The University will only keep your personal data for as long as is necessary for the purpose for which it is processed.

Records Management

[Policy](#) and the associated [Master Records Retention Schedule](#), which sets out how long different categories of research related records are kept. Thereafter, records will be deleted or archived as appropriate.

Your rights including access to your data

You have a number of rights under the data protection legislation, including the right to:

- rectify inaccuracies in personal data that we hold about you
- have your data erased in some circumstances;

by email at dpo@sussex.ac.uk or you can write to Alexandra Elliott, Data Protection Officer, University of Sussex, Sussex House, Falmer, Brighton, BN1 9RH.

You can also find more information about data protection on our webpages [here](#).

We keep our Privacy notice under regular review and the notice was last updated on February 2024.