

## DATA PRIVACY NOTICE

### 1. Introduction

The Royal Society has commissioned The Careers Research & Advisory Centre (CRAC) to conduct a career tracking study with alumni of the Newton International Fellowships (NIF) scheme. For the purpose of this study, the Royal Society is the data controller in respect of personal data collected within the scope of this privacy notice. Information about the Royal Society's approach can be found here: [Royal Society Privacy Policy](#)

The Royal Society's Senior Manager, Monitoring, Evaluation and Learning Tanja Floyd is responsible for this evaluation: [t.floyd@royalsociety.org](mailto:t.floyd@royalsociety.org)

CRAC is acting as data processor (as defined in data protection legislation) and the Institute for Employment Studies (IES) a sub-processor as it is managing the online survey within the project to support CRAC.

### 2. Uses of your information

This is a survey study to gather insights into post-award completion career pathways of NIF alumni and to determine the impacts that fellowship has had on the award-holders' careers, mobility and research. Findings from the survey will be summarised in a report that we (CRAC) will write. CRAC will provide the Royal Society with a curated dataset at the end of the project based on responses to the survey, which it may combine with pre-existing data it holds about awardees. The Royal Society will store personal data for the purposes of the ongoing career tracker project, where individuals have specifically given their consent to do so.

### 3. Legal basis for using your personal information

Under data protection legislation, a legal basis is required to be able to process your personal information for the purposes set out above. The collection and use of your personal information will be based on you providing your explicit consent.

Withdrawal of consent: Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason. If you wish to withdraw consent, please do so in writing to Dr Katja Jonsas [katja.jonsas@crac.org.uk](mailto:katja.jonsas@crac.org.uk).

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If that is the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew it.

### 4. What personal information we will collect

Personal information that we may collect during the research could include the following:

- Name
- E-mail address
- Data relating to fellowship (research area, the start and end dates of fellowship)
- Research outputs and outcomes
- Diversity monitoring data (gender, age, ethnicity, nationality, disability)
- Current employment status and sector
- Current and former employment organisation(s) and position(s)
- LinkedIn profile and ORCID number

## 5. Storage and sharing of personal information

Information supplied through the project surveys will be collected through the Snap Surveys online tool managed by IES. During data collection, the data are stored in an encrypted state. You can learn more about the privacy policy of Snap Surveys here: [Snap Surveys Privacy Policy](#)

The information you submit will be compiled by IES and/or CRAC but only anonymised data derived from the surveys may be included in our research report. You will not be identifiable from any such outputs. Aside from the Royal Society, we will not pass your information to any other organisation except where required to do so by law.

## 6. Your rights over your personal information

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to:

- Request access to your personal information (and receive a copy of it)
- Request correction of any inaccurate personal information held about you
- Request for your personal information to be deleted
- Withdraw your consent for us to use your personal information

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal information. To exercise any of these rights, in the first instance please contact Dr Katja Jonsas [katja.jonsas@crac.org.uk](mailto:katja.jonsas@crac.org.uk).

## 7. How we protect your personal information

CRAC has a range of security measures to protect your personal information:

- All staff are required to undertake training in data protection and information security on joining the organisation and then on an annual basis;
- Formal information security policies that must be read and understood by all staff;
- Personal information is only available to those members of staff who require access as part of their role;
- Our information and data systems are accredited through the Cyber Essentials scheme and the ISO 27001 standard on information security.

## 8. How long we will hold your personal information

CRAC and IES are only able to retain your personal information for as long as it is needed for the purpose(s) for which it was collected. Personal information you have shared will be retained by CRAC no longer than three months after the expected conclusion of this project, which is currently scheduled to 14 November 2025 unless extended. Personal information may be held by the Royal Society beyond this time where you have given permission for that to be the case, for the purposes of the career tracker project.

## 9. Complaints about the use of your personal information

If you are unhappy with the way in which your personal information has been handled, please contact us via [katja.jonsas@crac.org.uk](mailto:katja.jonsas@crac.org.uk) and we will try to resolve your issue. If we are not able to resolve the issue to your satisfaction, you can make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) which can be contacted at:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Tel: 0303 123 1113; Email: casework@ico.org.uk

#### 10. Changes to this privacy notice

We keep our privacy notices under regular review, and we will inform you of any changes to this notice in writing. 11<sup>th</sup> June 2025