

DATA PRIVACY NOTICE

1. Introduction

The Rhodes Trust, on behalf of the Schmidt Science Fellows, has commissioned The Careers Research & Advisory Centre / Vitae (CRAC) to conduct research to review science leadership programmes to identify innovative best practice and to identify capabilities comprising impactful and inclusive leadership and how these can best be developed.

The Rhodes Trust, on behalf of the Schmidt Science Fellows, is acting as data controller (as defined in data protection legislation). Information about their approach can be found here: [Privacy statement](#)

CRAC is acting as data processor (as defined in data protection legislation).

2. Uses of your information

To review science leadership programmes and to identify capabilities comprising impactful leadership, CRAC will gather information through interviews and focus groups. Findings from interviews and focus groups will be summarised in project reports and any project deliverables that we (CRAC) will write or produce. We will sometimes process data using AI Tools (Co-Pilot). We will sometimes process data using AI Tools (Co-Pilot). We may use AI tools to assist with transcription of interviews, searching and summarising interview transcripts and/or documents related to scientific and/or leadership programmes. Any documents produced or edited using AI tools will be checked for accuracy. AI tools will be only used when it is relevant to improve efficiency, and we will only use the minimum amount of data necessary.

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positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason.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 to wish to withdraw consent, please do so in writing to Dr Katja Jonsas 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Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information.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:

- Title
- Name
- Gender
- Nationality
- Qualifications
- E-mail address
- Data relating to Schmidt Fellowship (Program year/details)
- Employer
- Job title

5. Storage and sharing of personal information

The information you submit will be compiled by CRAC. Data from focus groups and interviews will appear in reports and other project deliverables (such as spreadsheets and visualisations of programmes and leadership frameworks). Because of the nature of the project (i.e., the narrow focus on scientific and/or other leadership programmes), we cannot guarantee that identification will never occur through association. 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.

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 is 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 one month after the expected conclusion of this project, which is currently scheduled to end on 22 May 2026, unless extended.

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 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: caserwork@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. 05 January 2026