

## PRIVACY NOTICE – FUNDING, PROFESSORSHIP AND RECOGNITION OPPORTUNITIES

### Introduction:

The Royal College of Surgeons of Edinburgh (RCSEd) is committed to protecting your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This notice explains how and why we collect, use and protect your personal information using the Good Grants portal to receive applications for Funding, Professorship and Recognition Opportunities, and then allocate this funding, as well as conducting the College's Travel Risk Assessments.

### Who Are We:

The development department and strategic partnerships department operates under the Royal College of Surgeons of Edinburgh, which is the data controller responsible for processing your data.

Data Controller: Royal College of Surgeons of Edinburgh

Registered with the Information Commissioner's Office (ICO), Reg. No. Z5806303

Email: [dataprotection@rcsed.ac.uk](mailto:dataprotection@rcsed.ac.uk)

To read our full Privacy Policy please visit: [Privacy Policy | RCSEd](#)

### Legal Basis for Processing:

We process your personal data under one or more of the following legal bases:

- **Consent:** When you provide clear, informed permission (e.g. marketing emails). You can withdraw your consent at any time.
- **Contract:** When processing is necessary to fulfil a service, you requested.
- **Legal obligation:** To meet our statutory and regulatory duties
- **Legitimate interest:** To manage operations and improve services (balanced with your rights). We're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone.

### Definitions:

**Partner/ Prospective Partner:** A partner / prospective partner refers to a funding, examination or training partner, namely an organisation, charity, trust, university or foundation, in which RCSEd holds, or seeks a relationship in accordance with its mission and purpose.

**Donor:** A donor refers to an individual with whom RCSEd holds a gift agreement, which funds a specific funding or training opportunity that is offered to RCSEd's membership.

**Host Institutions:** A host institution refers to an organisation which hosts research in which RCSEd's funding portfolio supports

**Applicant:** An individual who begins an application for a funding opportunity offered by the College, often in collaboration with a partner or donor

**Travel Lead:** An individual, ordinarily a staff member or Office Bearer, that assumes responsibility for the travelling party and retains the risk assessment data for the duration of travel for the health and wellbeing of all travellers

### What Information We Collect for Funding Applications:

Categories	Data Types	Reasoning/Additional information
Contact Data	<ul style="list-style-type: none"> <li>Name(s)</li> <li>Address</li> <li>Telephone number/mobile number</li> <li>Personal email address</li> <li>Professional email address</li> <li>Employment address</li> <li>Social Media handles including LinkedIn</li> </ul>	<ul style="list-style-type: none"> <li><b>Contract</b></li> <li><b>Consent</b></li> </ul>
Personal Data	<ul style="list-style-type: none"> <li>CV</li> <li>Professional References</li> </ul>	<ul style="list-style-type: none"> <li><b>Contract</b></li> </ul>
Transactional/Finance Data	<ul style="list-style-type: none"> <li>Payment/banking details</li> <li>Narrative Financial Status</li> </ul>	<ul style="list-style-type: none"> <li><b>Contract</b></li> </ul>
Special Category Data/ Equality Monitoring Information	<ul style="list-style-type: none"> <li>Gender</li> <li>Domicile</li> <li>Ethnicity</li> <li>Health Data</li> <li>Next of Kin</li> </ul>	<ul style="list-style-type: none"> <li><b>Consent</b></li> </ul>
Identify Data	<ul style="list-style-type: none"> <li>Formal Photographic Identification</li> </ul>	<ul style="list-style-type: none"> <li><b>Contract</b></li> </ul>

### What Information we collect for Travel Risk Assessments:

Categories	Data Types	Reasoning/Additional information
Contact Data	<ul style="list-style-type: none"> <li>Name(s)</li> <li>Telephone number/mobile number</li> <li>Email address</li> </ul>	<ul style="list-style-type: none"> <li><b>Contract</b></li> </ul>
Special Category Data/ Equality Monitoring Information	<ul style="list-style-type: none"> <li>Gender</li> <li>Domicile</li> <li>Ethnicity</li> </ul>	<ul style="list-style-type: none"> <li><b>Consent</b> - we have permission from you after we gave you all the relevant information. To</li> </ul>

	<ul style="list-style-type: none"> <li>• Health Data</li> <li>• Next of Kin Name</li> <li>• Next of Kin Contact Number</li> <li>• Next of Kin Relationship</li> </ul>	be clear, you do have the right to withdraw your consent at any time.
Travel Information	<ul style="list-style-type: none"> <li>• Flight Details</li> <li>• Accommodation Details</li> <li>• Travel Itinerary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Contract</b></li> </ul> <p>*This information may also be required for the RCSEd travel insurance</p>

#### How We Collect Your Information:

- Directly from you
- From your RCSEd membership record
- From your Good Grants account
- From relevant Host Institutions
- Travel Lead (*for Risk Assessments*)

#### Good Grants System

RCSEd utilises the third-party platform Good Grants to host applications and facilitate the review process. Applicants, in creating an account to apply, agree to Good Grants' privacy policy and data retention policies, which are GDPR compliant to the best of RCSEd's knowledge. The relevant policies are available for reference here:

- [Privacy policy](#)
- [Cookie policy](#)
- [Terms of Service](#)

RCSEd privacy policies are available and linked on each application form for reference for each applicant, and explicit consent is contained prior to the submission of the application.

#### How We Use Your Information:

We use your personal information to:

- Maintain and keep accurate records
- Verify your identity as part of our contractual obligations
- Process financial transactions related to the College's funding portfolio for its Members and Fellows, this may be sent to Members and Fellows directly, to relevant host institutions and to Surgeons' Quarter Travel

- Communicate and inform relevant partners, donors and host institutions
- Further the RCSEd's charitable mission (including fundraising and partnerships)
- Enable RCSEd to achieve its strategic goals and overarching mission
- Advertise the outcomes of funding opportunities in RCSEd Communication channels including Membership publication, membership mailers, website and social media posts. Please see the Membership Privacy Notice for further information.
- Fulfill legal obligation in relation to travel insurance (*for risk assessments*)
- Protect RCSEd staff and volunteers' health and wellbeing during travel (*for risk assessments*)

### **Sharing Your Information:**

We will on occasion share a reasonable amount of personal data with third parties in order to carry out its activities. We will only share the minimal amount of data necessary for the agreed purposes and will use and continue to develop robust data sharing agreements with the said third parties. We never sell your personal data.

Information may be shared with:

- Professional advisors
- Relevant regulatory authorities
- Partners and donors
- Host institutions
- Relevant RCSEd staff
- Legal bodies for Visa and insurance requirements
- Travel Lead and Emergency SLT contacts (*for risk assessments*)

Please check the privacy policies of the relevant third-party providers to fully understand how they will process your data.

We may, depending on your geographical location, share or transfer information with our Malaysian subsidiary, RCSEd Malaysia Sdn. Bhd for the purpose of carrying out RCSEd activities within the ASEAN region. Such transfers are carried out with appropriate safeguards to ensure that your personal data is adequately protected in accordance with applicable data protection law, and in particular Article 46 of the UK GDPR and the EU GDPR.

### **Retention of Your Data:**

We consider the relationship with applications to be lifelong, and we will retain your personal information indefinitely unless you tell us otherwise. If you exercise your right to be removed from our database as an applicant, we may need to retain a minimal amount of personal data in accordance with our legal obligations, including financial records for the required period of time for statutory purposes (for example anti-fraud/money laundering, and accounting and auditing).

### **Retention of Your Data for Risk Assessment:**

We will keep your personal data for no longer than is necessary to fulfil the purposes for which it was collected and to satisfy any legal, regulatory, accounting or reporting requirements. We regularly

review our data retention schedules and apply secure disposal methods when data is no longer needed.

### **Your Rights:**

You have rights under data protection law, including to:

- Access your data
- Correct inaccurate data
- Request erasure (where legally permissible)
- Restrict or object to processing
- Withdraw consent at any time (where processing is based on consent)
- Lodge a complaint with the ICO ([www.ico.org.uk](http://www.ico.org.uk))

To exercise these rights, contact: [dataprotection@rcsed.ac.uk](mailto:dataprotection@rcsed.ac.uk)

### **Security of Your Data:**

We take appropriate technical and organisational measures to secure your data, including:

- Secure servers and encrypted storage
- Access controls and staff confidentiality training.
- Secure offsite storage.
- Due diligence of the policies of third-party platforms

### **Data Protection Impact Assessments (DPIAs):**

Where new or high-risk processing is planned, we undertake DPIAs to assess and mitigate privacy risks in accordance with UK GDPR guidance.

### **Changes to This Notice:**

This notice is reviewed regularly and may be updated. The latest version will always be available on our website.

**Last Updated:** November 2025