

Materials and Manufacturing Academy (M2A) / Centre for Doctoral Training in Functional Industrial Coatings (COATED) Privacy Notice

An explanation of how we use your personal information

The Materials and Manufacturing Academy (M2A) is part-funded by an award from the European Social Fund (ESF) 2014-2020 West Wales and the Valleys Operational Programme that is managed by the Welsh European Funding Office (WEFO), a grant from the UK Research and Innovation (UKRI) Engineering and Physical Sciences Research Council (EPSRC) to run the Centre for Doctoral Training in Functional Industrial Coatings (COATED) and with support from Industry.

Whilst information we process is primarily for use by Swansea University, in which case Swansea University is the Data Controller, there are cases where the M2A Project collects information on behalf of its funders. In these instances, Swansea University is the Data Processor and the funders; namely the WEFO and UKRI are the Data Controllers.

Swansea University, as both a Data Controller and Data Processor, is committed to protecting the rights of individuals in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Swansea University has a Data Protection Officer who can be contacted through dataprotection@swansea.ac.uk. The Data Protection Officer for the Welsh Government can be contacted at Data.ProtectionOfficer@gov.wales and the Data Protection Officer for the UK Research and Innovation via dataprotection@ukri.org.

If you are funded via the M2A (in receipt of a grant from either the WEFO or UKRI EPSRC) or are considered as a match-funded M2A participant we will collect and process personal information supplied by you including data defined as sensitive via, but not limited to the Application Form, Participant Form and Researcher Exit Interview Pack. In this document, we will explain why we collect individual data as part of the M2A Project, how we process it, and the steps we take to ensure data security at all stages.

What information do we collect about you?

We will collect information about you in the course of our interaction with you as an applicant and for those that are successful, at enrolment/induction, during your studies, on completion of your programme and post award.

Document/ Events	Reason for Collection
Application Stage You will be asked to provide personal information (e.g. contact details, date of birth, details about your education and employment), and sensitive data (including disability and ethnicity data).	
M2A/ COATED Application Form - Section A	To shortlist candidates for interview. This section is sent to the project sponsor/industrial partner. Information will be password controlled and recipients bound by an obligation to process personal data in accordance with Data Protection legislation.
Section B 'Supplementary Information'	For Admissions to assess your fee status and to highlight to us whether you wish to receive correspondence in Welsh.
Section C 'Equality, Diversity and Inclusion Monitoring Form'	To capture information for UKRI. In this case, Swansea University is the Data Processor.

<p><u>Application Form Uploads</u> Transcript(s) Degree Certificate(s), Passport, Visa</p>	<p>Transcript(s)/ Degree Certificate(s) – to evidence educational attainment/ to demonstrate you are on track to meet the programme entry requirements</p> <p>Passport – to demonstrate your legal right to live and study in the UK and right to work in the UK at the end of your studies. If you do not have a passport it will be necessary to provide another form of identification e.g. birth/adoption certificate or national insurance card/letter.</p> <p>Visa documentation – to ensure compliance with the right to study requirements and eligibility for Home/EU fees.</p>
<p>References</p>	<p>If you are successful at interview, the M2A Team will contact the referees listed on Section A of your Application Form. The Swansea University Marketing, Recruitment and International Department require two references.</p>
<p>Enrolment/ Induction The M2A Project Team collect information to populate the M2A Participants Database and to assess and evidence your eligibility to be a participant/ supported by the ESF via WEFO.</p>	
<p>M2A Participant Form (formerly known as Additional Participant Form)</p>	<p>To collect data covering a wide range of personal information (e.g. gender, age, employment status, level of education) including some variables considered as ‘sensitive’ (e.g. disability, migrant or minority status, ethnicity). The M2A Team will use this information to populate the M2A Participants database to upload to WEFO online. Additionally, if you are funded by UKRI EPSRC or classified as an incorporated student we will upload personal details including that classified as sensitive to the Joint electronic submission system (Je-S) portal. Therefore, WEFO and UKRI are Data Controllers.</p>
<p>Bank Statements (2 months’ worth)</p>	<p>Recent bank statements are required by the M2A Team to demonstrate that you are not financially able to participate without the award of grant funding (i.e. do not have funds in excess of £71,000).</p>
<p>Address Verification e.g. tenancy agreement, mortgage statement, bank or building society statement, utility bill or council tax letter, full driving licence (EU),</p>	<p>To verify your home address within the West Wales and the Valleys region; thus meeting the ESF (WEFO) requirements.</p>
<p>Health Declaration Form</p>	<p>To notify us if you have a health problem or disability which may affect your ability to undertaken mandatory field trips, placements and/or travel abroad or which may require adjustments to be made for you to participate. If you indicate you have a health problem / disability, your form is sent to Occupational Health so that they can assess your case.</p>
<p>M2A Company Agreement & Student Agreement</p>	<p>To set out the conditions of your research programme for you, Swansea University and the industrial sponsor.</p>

During your programme – this includes, though it not limited to the following:	
Quarterly & Annual Reports, Literature Reviews and Thesis	To keep your academic and industrial supervisors up-to-date of your progress and in the case of the Quarterly Report, to identify if any issues. The Thesis is a programme requirement.
Order Forms	To order a hire car/ book a flight for example we will require a copy of your passport and driving licence (copies will be destroyed after use). For conferences/ training an M2A Approval to Travel Form will also need to be completed and this will be forwarded to WEFO for sign-off, before the order is processed by the M2A Team and wider College of Engineering and Finance Department.
Posters, PowerPoint presentations, Blogs and News items	On a quarterly basis you will meet with your academic and industrial supervisors for a Theme Review (including the M2A/ COATED Conference) and will produce a poster/ presentation to disseminate your research findings. Posters may be uploaded to the M2A website or displayed on campus once consent has been obtained. Following a Conference visit/ event you may be asked to compile a short written account to upload to the M2A website to report on the impact of your research.
Self-Certificate Form	To log absences. If absent for up to 7 days you will need to complete this form. It will need to be accompanied by a Doctors' Certificate if the absence exceeds 7 days.
Record Card	To capture the modules you have completed and publications, outreach opportunities and events associated with your research project. The M2A Team will refer to this information when we report on the impact of your research to our funders.
Researchfish	If you are funded by UKRI EPSRC or classified as an incorporated student you will be required to submit your research outcomes on an annual basis to ResearchFish® so that the UKRI can measure the impact of your research.
Committee Meetings/ Project Reporting	Statistical information (e.g. recruitment data in aggregated format, publications) may be included in presentations/reports for the M2A Steering Committee / WEFO meetings that are attended by representatives from Swansea University, the sponsoring companies and funders (WEFO and UKRI EPSRC).
End of programme/ Post Award	
Researcher Exit Interview Pack	<p>The documentation contained within the pack is to be completed 1) Prior to an Exit Interview, 2) When you receive your award i.e. EngD, MSc and 3) 6 months post award. This will enable the M2A Team to capture data for the WEFO on whether your employment prospects have improved because of undertaking further study. Additionally, it helps us to measure the impact of your research.</p> <p>The M2A Team will use information contained in the Pack to populate the M2A Participant Database to upload to WEFO Online. In this instance, the WEFO is the Data Controller.</p>

Why we collect personal data and how we use it?

As outlined above, in summary we collect data:

- For the purposes of fulfilling the compulsory external reporting and monitoring requirements of our funders, namely:
 - The Welsh European Funding Office (WEFO) via their Online Portal
 - The UK Research and Innovation (UKRI) Engineering and Physical Sciences Research Council (EPSRC)

Our funders need to ensure that you meet the eligibility criteria they set to receive funding and wish to measure the impact of your research and whether further study has improved your employment prospects.

- For the purposes of evaluation; to assess the effectiveness of the activities we provide and to measure the impact to disseminate to the WEFO and UKRI EPSRC and within future grant bids.
- To upload to our M2A website e.g. posters, blogs, news stories, video clips.
- To ensure your health and safety and to assist with pastoral and welfare needs.

What is the legal basis for processing your personal data?

By participating in the M2A Project, Swansea University will be required to collect, store, use and otherwise process information about you for purposes connected with the provision of industry led postgraduate research training and for other reasons deemed necessary for the performance of your contractual agreement with the University (Article 6(1)(b)).

The University is also required to collect some special category data for the purposes of carrying out our obligations in the field of employment and being able to demonstrate compliancy with existing Equality legislation as deemed necessary for reasons of substantial public interest (Articles 9(2)(b) and (g)).

M2A are required to gather some information about you to fulfil our legal obligation to our funders. The lawful basis for controlling or processing data for the WEFO or UKRI EPSRC purposes is under Article 6 (1) (e) of GDPR where: “processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller”.

M2A are also required to gather special category data on behalf of Welsh Government/WEFO including data concerning Ethnicity; Migrant Status; Work Limiting Health Condition; and Disability under Article 9(2)(g) of GDPR where “processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject”.

Who receives your information?

Where necessary, personal information will be shared internally within Colleges and with other departments across the University. Personal information is protected by the University and information will not be disclosed to third parties without consent, or, is permitted by law. The Swansea University [Student Privacy Notice](#) ‘Who receives your information?’ section outlines the major organisations and the most common circumstances in which we disclose information about students. Where this involves international transfer, information will only be transferred if it meets

the conditions set down under current Data Protection legislation. Additionally, the M2A Operation shares information with:

- The University Admissions Office. Please refer to the [Applicant Data Privacy Statement, Admissions Policies](#) including the [Data Retention Schedule](#).
- The UK Research and Innovation Engineering and Physical Sciences Research Council (EPSRC). Please refer to the [UKRI Privacy Notice](#), which brings together the terms of the research councils including EPSRC. The Welsh European Funding Office (WEFO) via WEFO Online. Please refer to the [General Data Protection Regulation \(GDPR\) 2018 and Structural Funds](#) guidance provided by the WEFO.
- Third party project evaluators appointed by the M2A Operation for the purpose of evaluating the effectiveness of the project in achieving the project goals and the objectives set out by European Structural Funds. The evaluation report will be passed to the WEFO.

Any other disclosures that the University makes will be in accordance with Data Protection Legislation and your interests will be considered.

How long will your information be held?

Swansea University will retain your personal information in line with the [University Records Management Policy](#) and [Recruitment and Admissions Retention Schedule](#).

It is a condition of EU-Funded Projects, including the M2A Project, that the information is retained by the University for approximately 10 years from the end of the award. As such, your information will be archived securely until 2033.

What are your rights?

One of the main aims of the GDPR is to extend the rights of individuals; especially the right to be informed. You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. If you have provided consent for Swansea University to process any of your data, then you also have a right to withdraw that consent. Full details on your rights can be found [here](#).

Any requests or objections should be made in writing to the University Data Protection Officer:

Mrs Bev Buckley
University Compliance Officer (FOI/DP)
Vice-Chancellor's Office
Swansea University
Singleton Park
Swansea
SA2 8PP
Email: dataprotection@swansea.ac.uk

The M2A Project Team can be contacted via: M2A@swansea.ac.uk.

Security of your information

Data Protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant parts or all of your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored securely in locked cabinets.

Some processing may be undertaken on the University's behalf by an organisation contracted for that purpose. Organisations processing personal data on the University's behalf will be bound by an obligation to process personal data in accordance with Data Protection legislation.

Consequences of not providing the data when based on statutory or contractual requirement

The University will not be able to enrol you onto the programme should you refuse to provide the necessary information when based on contract or statutory requirement.

How to make a complaint?

If you are unhappy with the way in which your personal information has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

Your responsibilities

Please advise us of any changes to your name, address, contact details as soon as practically possible so that we can amend our records accordingly.

Reviewed and updated: February 2020