



UNIVERSITY OF
LINCOLN

Students and Applicants to the UKRI Centre for Doctoral Training in Sustainable Understandable agri-food Transformed by Artificial Intelligence (SUSTAIN)

Your personal information

The University of Lincoln collects personal information about you when you apply to the SUSTAIN CDT, upon course enrolment, and during your course. We use this information to process and manage your application, to communicate with you regarding your application and course, to report to our funders, to administer your course and to improve our services. This notice explains more about how we use your personal information.

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What information we collect about you

We collect information about you when you apply to SUSTAIN. This includes contact details, academic records, and any other information you provide in your application. Upon acceptance and enrolment, we gather additional details necessary for funder reporting and course administration, such as current home address, telephone number, passport number and student email address. When you communicate with us via email, phone or other channels, we collect information to respond to your enquiries and provide support. Additionally, when you attend SUSTAIN training and workshops we will collect data on your impressions of each event, to enhance your user experience.

Keep your details up to date by contacting the SUSTAIN team: SUSTAIN@lincoln.ac.uk

How we use your information

We collect information about you for several important purposes: Firstly, for Application Processing. We collect contact details to communicate with applicants regarding their application status and any required follow-up actions. Anonymised application statistics are shared with the funder. We collect academic records to assess the applicant's qualifications and suitability for the programme, and additional information to gain a comprehensive understanding of the applicant's background and motivations, and diversity monitoring data for (anonymised) funder reporting. Anonymised diversity data is also used to pinpoint areas for improvement in promoting equality, enhancing diversity and supporting inclusion, within a continuous improvement cycle. Subsequently, for enrolment and course administration we will collect personal details such as home address, telephone number and bank details to

manage student records, pay monthly stipends and any additional expenses incurred, and ensure compliance with institutional and legal requirements. We may also collect passport details for the purposes of booking travel on your behalf. During your course, we will collect data to respond to student queries and provide necessary support throughout the programme, and to maintain effective and timely communication with students via email, phone or other methods. Student email addresses will be used to manage cohort-building activities on MS Teams. For funder reporting, we must provide the necessary data to the funding body (UKRI), ensuring transparency and accountability in the use of public funds.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <https://www.lincoln.ac.uk/home/abouttheuniversity/governance/universitypolicies/websiteandpublicationsinformationliability/>.

Information we may share with other organisations

Data may be shared outside the University of Lincoln, as follows:

University of Aberdeen:	Contact details such as name, email address and phone number may be shared to facilitate communication and coordination. Academic records including transcripts, degrees and any other relevant qualifications to verify academic credentials and assess suitability at application. Details relevant to enrolment and course administration may be required if the University of Aberdeen is selected as the chosen host institution.
University of Strathclyde	Contact details such as name, email address and phone number may be shared to facilitate communication and coordination. Academic records including transcripts, degrees and any other relevant qualifications to verify academic credentials and assess suitability at application. Details relevant to enrolment and course administration may be required if the University of Strathclyde is selected as the chosen host institution.
Queen's University Belfast:	Contact details such as name, email address and phone number may be shared to facilitate communication and coordination. Academic records including transcripts, degrees and any other relevant qualifications to verify academic credentials and assess suitability at application. Details relevant to enrolment and course administration may be required if the Queen's University Belfast is selected as the chosen host institution.
Industry Partners	Contact details such as name, email address and phone number may be shared to facilitate communication and project coordination.
Alan Turing Institute	Students will engage with the Alan Turing Institute (the UK's national institute for data science and artificial intelligence) for training and transfer of skills. Contact details such as name, email address and phone number may be shared to facilitate communication and training coordination.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each

instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

Our academic partners have links to collaborators abroad, and funding includes support visits for students to international sites. These sites could include Wageningen University in the Netherlands, the USDA Research Centres at the University of California, Davis and the University of Illinois Urbana-Champaign, University of Arizona, Yuma Centre for Excellence in Desert Agriculture (YCEDA). In the event your data is processed abroad, we will ensure suitable safeguards are in place to protect your data. These safeguards may include UK International Data Transfer Agreements, Standard Contractual Clauses or Binding Corporate Rules. We will also complete Transfer Risk Assessments where applicable.

How long we keep your information

Your data will be held in line with the University of Lincoln Data Retention Policy and Schedule. More information can be found here: [University of Lincoln Records Management Policy](#).

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

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| Access | <p>You have the right to request a copy of any personal information we hold about you.</p> <p>If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.</p> |
| Portability | <p>If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.</p> <p>To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.</p> |
| Correction | <p>If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.</p> |
| Erasure | <p>This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.</p> |
| Restriction | <p>You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.</p> |

The Information Compliance team can be contacted by email on compliance@lincoln.ac.uk or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact compliance@lincoln.ac.uk and explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. If applicable, please contact compliance@lincoln.ac.uk.

How to contact us

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.