

Research Wales Research Management System (RMS) Privacy Notice

Privacy Policy

Health and Care Research Wales is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us, using the Research Wales Research Management System.

Health and Care Research Wales is funded by the Welsh Government.

In reference to the UK General Data Protection Regulation (GDPR), the 'Welsh Government' will be the Data Controller for any personal data you provide in relation to your grant application or request for grant funding.

The Data Processor is, 'LGC Limited', Grange House, 15 Church Street, Twickenham, Middlesex, TW1 3NL.

Information we collect from you

The information we collect from you may include but is not limited to:

- Name
- Date of birth
- Address
- Contact details (*such as email address and telephone numbers*)
- Details of your visits to our Research Management System
- Information that you provide by filling in forms. This includes information provided at the time of registering to use our system or the applicant portal.

We may occasionally ask you for information, for example in relation to opportunities that may be of interest to you or in relation to problems reported with the system. This includes information provided at the time of registering to use our system or requesting further services.

If you contact us, we may keep a record of that correspondence. We may also ask you to complete surveys, to which your responses are used for research purposes, however, the completion of such surveys is entirely optional.

The purposes for which we collect this information may include but are not limited to:

- Assessing grant applications or requests for grant funding.
- Monitoring the performance of schemes.
- Ensuring that grants have been paid out in line with the eligibility and subsidy control conditions for the schemes.
- Evaluating and reviewing the impact, performance, and costs of the schemes.
- Researching the effectiveness of the schemes and supporting future policy development.
- Carrying out our obligations arising from any contracts entered into between you and us.

Before we provide grant funding, and during the term of the grant award, we may also process your information to undertake checks for the purposes of prevention and detection of fraud and money laundering, and to verify your identity.

We will keep personal information only for as long as is needed, and in accordance with our retention policies.

Lawful basis

The lawful basis under which we process your information is Article 6(1)(e) of the General Data Protection Regulation, *'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*. Such processing is also a requirement of the grant funding you have requested and will help us assess your eligibility to receive the grant funding.

Cookies

The Research Wales Research Management System uses cookies to distinguish you from other users. It uses an essential site cookie which is deleted when you close your browser. The system will not operate without the cookie as we need the identity of individual users (through an anonymous token) to tie to session information stored on the server to support continuous user sessions.

How we store your personal data

In line with our adherence to the UK GDPR and Data Protection Act 2018 regulations, all information is processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful

processing and against accidental loss, destruction, or damage, using appropriate technical and/or organisational measures. We are committed to ensuring that your information is secure.

Your rights

Under data protection law, you have rights, which include:

Your right of access - you have the right to ask us for copies of your personal information.

Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate or incomplete.

Your right to erasure - you have the right to ask us to delete your personal information (in certain circumstances)

Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information (in certain circumstances)

Your right to object to processing - you have the the right to object to the processing of your personal information (in certain circumstances)

Your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, (in certain circumstances)

If you wish to exercise any of your rights under the General Data Protection Regulation, please see contact details below:

**Data Protection Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ**

Email: dataprotectionofficer@gov.wales

For more information on what Health and Care Research Wales is about, and the work we do, please visit [Health and Care Research Wales](#).

New Grants Privacy Notice for grants awarded after 4 January 2023: [Privacy notice: Welsh Government grants | GOV.WALES](#)

If you have any issues with how we have processed your information and have been unable to resolve the matter with us in the first instance, you can contact the Information Commissioner's Office (ICO):

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>