Transparency Notice
for Enrichment Scheme Applications

The Alan Turing Institute (registered charity (1162533) and company limited by guarantee 09512457, based at the British Library, 96 Euston Road, London NW1 2DB) is strongly committed to protecting the privacy of applicants applying for our enrichment scheme.

This transparency notice applies to:

- Candidates applying for the Enrichment scheme
- Supervisors and referees providing references

How we use your personal information

If you apply to the Enrichment scheme we collect the following information:

- Name
- Preferred name
- Contact information (Email address, phone number, current address)
- Application information (programme, department, supervisor(s))
- Academic history and employment history (previous qualifications, previous employment)
- References
- Project proposal
- Visa status and studentship details
- Location preference for Enrichment scheme

We use this personal information to review your application, contact you regarding your application and arrange and manage your placement.

We will also request the following optional information which you have the choice to share:

- Monitoring information (gender, ethnicity, disability, sexual orientation and caring responsibilities)
- Information regarding reasonable adjustments
- Access Fund application information

We use this information to monitor our applications against our equality, diversity and inclusion aims and to arrange reasonable adjustments for your interview or assess your application for access funding. We will not use this information to review your application.

If you provide a reference for a student, we collect the following information:

- Name

- Contact information (email address, phone number, current address)
- Current position (role, university/organisation)
- Reference details

We use this information to assess the application and confirm support from the supervisor (where applicable).

This information will be collected via our Flexigrant application system and will be securely stored in the Institute's Sharepoint and/or Flexigrant Application Systems. The servers for Sharepoint and Flexigrant are based in the UK.

We are working to ensure that our information storage and information management policies are in line with the GDPR regulations, the EU legislation protecting personal information rights. Find out more about GDPR.

Lawful basis for using your personal information

We will only use your personal information where the law allows us to. We use your personal information under the lawful basis of fulfilling a Contract.

Information sharing

We will not sell or rent your information or share it with other companies for marketing purposes.

If you are successful, we will share your application information, including the outcome of your application, with your home university and the Enrichment coordination team at your location of choice for the purposes of managing the enrichment placement.

We share your information with third-party service providers who provide services to us.

The following activities are carried out by third-party service providers on our behalf:

- archiving and records management
- IT support and maintenance

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes or to send your personal information outside the EEA. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

Information sharing for research purposes

You can choose to share your data for research purposes by opting in on the application form.

If you do, the contents of your application will be shared with researchers at The Alan Turing Institute for research into the assessment of career routes for Data Scientists and AI practitioners.

Your application information will be kept for up to 2 years if you choose to share it for research purposes.

You can find out more about the research at https://www.turing.ac.uk/research/research-projects.

Information security

We have put in place:

a) appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed; and

b) procedures to deal with any suspected information security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will we keep your personal information?

We will keep your personal information in our Flexigrant application system for up 6 months after the application closing date if you are unsuccessful. For successful candidates we will keep your full application information for up to 5 years following the end of your engagement with us for the lawful processing basis as stated in this document. After 5 years, the Turing will keep the necessary data to identify you and confirm the details of your enrichment placement including the dates of your placement, Home University and your degree programme.

Your rights

You have the right to be informed of how we collect and use your information, the right to access this information, to rectification, to erasure, to restrict processing, to information portability, to object to how we use your information, and rights in relation to automated decision making and profiling.

To exercise any of your rights in relation to your personal information, please contact academic-recruitment@turing.ac.uk.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) regarding how we use your information.

Read more about your rights.

Contact us

For further information or to provide feedback on our transparency notice or would like us to remove any of your personal information that we hold, please contact us at academic-recruitment@turing.ac.uk.