



**THE  
DATA LAB**  
value from data

# PhD Placement Programme Student Privacy Notice

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## ABOUT US

The Data Lab is part of the University of Edinburgh (charity number (SC005336) with its primary address at Old College, South Bridge, Edinburgh EH8 9YL.

The Data Lab administers the Digitech PhD placement programme on behalf of the University of Edinburgh as part of the DDE Programme, funded by SFC and DDI. The project will match selected PhD students to a paid industry placement to provide experience and insight into commercial environments and the opportunity to conduct research in relation to real-world business problems.

This privacy notice applies to applicants to the placement programme.

If you have any questions about this privacy notice, including if you wish to exercise any of your rights, please contact us at [info@thedatalab.com](mailto:info@thedatalab.com) with the subject line “privacy notice”.

## PURPOSE

We, The Data Lab, are providing you with this privacy notice to inform you about how we will use your personal data and about your rights under data protection law in relation to this personal information.

## KEY TERMS

**Personal information** is information that can be used to identify or contact a specific individual, such as a name, address, telephone number, email address, etc. and also online identifiers and location data such as IP addresses and mobile device IDs.

**Special category data** means personal information revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data related to your health or data concerning your sex life or sexual orientation.

## Personal Information

We will collect the following information from your institution or directly from you:

INFORMATION	WHY WE COLLECT IT	LAWFUL BASIS
<p><b>Contact Information (e.g. Name, Email address)</b></p>	<p>We collect this information so we can process your application and communicate with you about the placement programme.</p>	<p>Contract – the processing is necessary as we need to assess your application prior to potentially entering into a contract with you to match you with a placement.</p>
<p><b>Information about your skills, experience and preferences</b> (e.g. details of your current studies, experience of using certain tools, work and study history)</p>	<p>We collect this information so that we can assess whether you are eligible for a placement and if so, to help us match you with an appropriate placement.</p>	<p>Legitimate interests, our interests being that we wish to assess whether you are suitable for a placement and to ensure that we can match you with the most appropriate opportunity.</p>
<p><b>Information about whether you require any additional support</b> (e.g whether you have a disability that means you may require adjustments to the placement)</p>	<p>To ensure you receive the appropriate support in any placement and help ensure that any reasonable adjustments are made.</p>	<p>To comply with legal obligations.</p>
<p><b>Information about your right to work</b></p>	<p>We collect this information to ensure you are legally entitled to work in the UK and therefore able to undertake a placement.</p>	<p>To comply with legal obligations.</p>

<b>Payment Information</b>	If your application is successful and you are matched with a placement, we will ask you for your payment details so we can pay you for the hours worked on your placement.	Contract – to fulfil our contractual obligations to you.
<b>Dietary Requirements</b>	If you are attending one of our events, we may ask you about your dietary requirements in order for us to provide you with suitable catering. This information could contain special category data, for example, it could relate to your religion.	Consent – we will only collect this information on the basis of your explicit consent.
<b>Photos</b>	We may capture photographs or videos of you, for example at our events, we may use these photographs to promote the programme or our events on our marketing materials, e.g. our website.	Legitimate interests – our interests being that we wish to capture and promote our activities. You will be given the option to opt out of being included in photos.

### Sharing Your Personal Information

We use third party service providers and suppliers to deliver certain services. We put contractual arrangements in place with each of these providers to ensure that they are obliged to protect your personal data.

The following third parties may have access to your personal information for the purposes noted below:

- Industrial Placement Providers: If we think you are suitable for a placement, we may share your personal information with the placement provider to enable them to contact you and assess your suitability / confirm your placement;
- Software providers: we use a range of software providers in order to administer our business, these providers include the providers of our email system and our document storage system;

- Event organisers: we may share your name and dietary requirements with our event organisers or hosts where they require these to operate the event, for example, to manage an entrance list or to provide you with appropriate catering;
- Regulators, government departments, law enforcement authorities, tax authorities, accountants, insurance companies, lawyers and other professional advisers;
- Any relevant dispute resolution body or the courts.

Some of these entities may also be data controllers under Data Protection Law (for example, your placement provider if you are successful in securing a placement). However in the first instance you can contact us using the contact details above if you have any questions or concerns.

We are part of the University of Edinburgh and as the placement programme is party of the wider DDI programme, your personal information may be shared with other departments of the University of Edinburgh where reasonably necessary.

### **Storing your Personal Information**

We will retain your personal information for as long as we reasonably require in light of the purpose(s) for which we are holding it and all relevant legal, commercial and operational considerations.

As a Scottish Innovation Centre, we may have to comply with statutory retention periods as required by our funders.

In administering this scheme, it may be necessary for us to share your personal information outside the UK, we will only do so where our service providers are based outside the UK and shall ensure that appropriate safeguards are put in place to ensure that any transfer of your personal information complies with the current applicable data protection legislation.

### **Your Rights**

Under certain circumstances, you have the following rights under data protection laws in relation to your personal data:

- the right to access the personal information held about you by making a subject access request in accordance with data protection law. We may charge a reasonable fee when a request is manifestly unfounded or excessive;
- the right to have your personal information rectified if it is inaccurate or incomplete;

- the right to request to have your personal information deleted in certain specific circumstances as set out in data protection law;
- the right to request to restrict the processing of your personal information in certain specific circumstances as set out in the data protection law;
- the right to ask us not to process your personal information for marketing purposes or for purposes based on our legitimate interests;
- the right to ask us to not undergo automated decision making; and
- where you have provided consent, to request to withdraw such consent at any time.

If you wish to exercise any of the rights set out above, please contact us at [info@thedatalab.com](mailto:info@thedatalab.com) with the subject line “privacy policy”.