



THE DATA LAB

MSC PRIVACY NOTICE

ABOUT US

Your institution has entered into an Agreement with The Data Lab to regulate the funding of your studies as part of The Data Lab MSc Programme. 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. 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 with the subject line “privacy notice”.

The Data Lab manages the allocation of funding provided by the Scottish Funding Council (SFC) and/or European Social Fund (ESF). Your institution will collect personal information about you which will be processed by The Data Lab and/or the Scottish Funding Council (SFC) and/or European Social Fund (ESF) in order for you to benefit from this funding.

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.

Please see your institution’s own privacy notice for information about how any other personal information collected by it will be processed.

PERSONAL INFORMATION

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

INFORMATION	WHY WE COLLECT IT	LAWFUL BASIS	RETENTION PERIOD
<p>Name,</p> <p>Email address (university)</p> <p>Email address (personal)</p>	<p>We collect this information so we can communicate with you, for example, to contact you in relation to our networking events.</p>	<p>Legitimate interests.</p> <p>Our legitimate interests being that we wish to contact you with useful information to enable you to attend our events.</p>	<p>If your place is ESF funded we are contractually required to retain this information until 2033 for ESF auditing purposes.</p> <p>If your place is SFC funded, we shall delete this information within one year of the MSc Programme ending.</p>

INFORMATION	WHY WE COLLECT IT	LAWFUL BASIS	RETENTION PERIOD
<p>Gender, nationality, age, Programme result, previous degree, employment/study destination within 6 months and then 2 years of the completion of the MSc Programme</p>	<p>We collect this information in order to monitor the demographics of the MSC programme and to ensure compliance with ESF/SFC requirements.</p>	<p>Legitimate interests. Our legitimate interests being that we wish to ensure our funding provides equal opportunities and is successful in helping students enter further studies or relevant roles. We also require this to ensure we use our funding in the way required by ESF/SFC.</p>	<p>If your place is ESF funded we are contractually required to retain this information until 2033 for ESF auditing purposes. If your place is SFC funded, we shall anonymise this information within one year of the Programme ending.</p>
<p>Background Information: Status immediately prior to enrolment i.e. job title / unemployed / details of studies along with what you wish to gain from the MSc Programme</p>	<p>We collect this information in order to assess the reach of the MSc programme and to help us assess whether the programme delivers student expectations,</p>	<p>Legitimate interests Our legitimate interests being that we wish to ensure our programme is being marketed to a wide range of individuals and to be able to continually improve the programme.</p>	<p>We will delete or anonymise this information within one year of the Programme ending.</p>

INFORMATION	WHY WE COLLECT IT	LAWFUL BASIS	RETENTION PERIOD
Dietary Requirements	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.	We will delete this information within 1 month of the event being held.
Photos	We may capture photographs or videos of you, for example at our events, we may use these photographs to promote the MSC 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.	The period of time for which we will use your image/video depends on the promotional material we use it in. Please contact us to confirm the retention period for specific images or videos. We always endeavour to seek your approval before taking your photo or including you in a video recording. You can contact us if at any time you would like your image to be removed.

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:

- SFC: If your place is funded by the SFC, we are required to provide the SFC your name.
- Industrial Placement Providers: you may be offered an industrial placement as part of the MSc Programme. As The Data Lab will be relying on a sub-contractor to source and manage such placements, it will share your name and email address with the sub-contractor for the purpose of arranging the 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 and online course hosts.
- 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. However in the first instance you should contact us using the contact details above if you have any questions or concerns.

EUROPEAN ECONOMIC AREA

The information we collect from you may be stored inside the UK, the European Economic Area (“EEA”) or outside the EEA.

If you live or work outside of the UK or the EEA, we may need to transfer your personal information outside of the UK or the EEA to correspond with you. Where this applies, we will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this privacy notice.

We also transfer personal information outside the UK or the EEA where our service providers host, process, or store personal information outside the UK or the EEA. Where this is the case we use contractual arrangements and safeguards to protect this personal information, these safeguards include:

- The country to which the personal information will be transferred has been deemed to provide an adequate level of protection for personal information by the European Commission. For further details, see [European Commission: Adequacy of the protection of personal data in non-EU countries](#).
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal information the same protection it has in Europe. For further details, see [European Commission: Model contracts for the transfer of personal data to non-EU countries](#).
- Where we use providers based in the US, we may transfer personal information to them if they are part of the Privacy Shield which requires them to provide similar protection to personal information shared between the Europe and the US. For further details, see [European Commission: EU - US Privacy Shield](#).

Please contact us if you want further information on the specific mechanism used by us when transferring your personal information out of the EEA.

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 with the subject line “privacy policy”.

If you require this document in an alternative format please contact The Data Lab, by email: info@thedatalab.com or telephone: 0131 651 4905