



Digital School of Re-construction Summer School 2021: Privacy Notice

The FCRBE (Facilitating the circulation of reclaimed building elements in Northwestern Europe) project is funded by Interreg North West Europe (Grant Ref: 739). The University of Brighton as a project partner is responsible for delivering the School of Re-contruction (SoR-c) Summer Schoolin collaboration with its patners: Rotor (Lead Partner), Bellastock. Confederation Construction, CSTB, Salvo, BBRI and Bruxelles Environment.

As part of your application to the Digital School of Reconsruction Summer School (Digi-SorR-C), the University of Brighton collects and processes personal data from applicants. The University is committed to being transparent about how it collects and uses that data while also meeting its data protection obligations.

This privacy notice explains which data is collected and shared between University of Brighton, the project partners and the Funder.

Data Controller

The Data Controller with respect to required monitoring and evaluation data collected is the funder, Interreg North West Europe.

The lead partner ROTOR is the Data Controller in respect of processing the required data to meet the obligations of the funder.

The Data Controller with respect to collecting data for the FCRBE project and contacting you about organisation of the Digital SoR-C Summer School is the University of Brighton, Mithras House, Lewes Road. Brighton.

All project partners of the FCBRE project are bound by a collaboration agreement which in turn contracts them to the Interreg NWE funding agreement. Appropriate provisions in these agreements are made in relation to data sharing. Only data that is necessary for each of the tasks described will be shared.

Data Protection Officer

The Data Protection Officer is responsible for advising the university in compliance with data protection legislation and monitoring its performance against it.

If you have any concerns regarding the way in which the university is processing your personal data, please contact Rachel Page, Head of Data Compliance and Records Management, dataprotection@brighton.ac.uk, 01273 642010.

What information does the university collect?

Information held about you may include:

- Your name, contact details, including address, email address
- Country of residence (where you are currently living) and Nationality/Citizenship
- Correspondence Address
- Date of Birth
- The institution you are currently attending in 2021 or attended in 2020, your year of study, your transcript (as proof of enrollment), the course subject
- English language competency
- Workshop theme selection, motivational statement and information you wish to supply in support of your application

Why do we collect your data?

We collect and process your information to deliver the Summer School and report to the funder, this could include:

- To process your application to come to the Digital School of Re-construction, Summer School, University of Brighton's which is part of the FCRBE project co-funded by North West Europe Interreg Grant Ref 739.
 - To contact you, if your application has been successful, about your registration and allocation to a team.
 - Allow us to register you to MS Teams/Sharepoint and give you access to repositories of information during the Summer School
 - To provide you with further details about the online event for example access information via MS teams/Zoom to the Summer School programme.
 - At the end of the Digital Summer School obtain your feedback to better understand whether we met your needs and learn how we could improve if we run further summer schools
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- To provide monitoring information to the Lead Partner, Rotor and funder Interreg North-West Europe

How your data is held?

- Your information is held on secure networks provided by the University of Brighton
- All data relating to your application is held within the EEA and will not be transferred outside of the EEA.
- We anticipate that the UK will be awarded an adequacy status from the EU to allow the flow of personal data from the EEA to the UK, however if this does not happen we will ensure that another ‘appropriate safeguard’ for international transfers is in place (for example standard data protection clauses) with the partners
- The data required for monitoring purposes will be shared with the Lead Partner (Rotor) and the funding body (Interreg NWE)

Who has access to it?

- Your application will accessible by the SoR-c team, University of Brighton.
- The motivational statement will be shared with FCRBE Partners so they can assist with short-listing.
- Information on successful applicants is shared with the School of Architecture and Design and our IT team so that they can deliver the digital Summer School. All information shared by the SoR-c team is via secure means.
- Monitoring and Evaluation data will be shared with the Lead Partner, Rotor; only data that is necessary for the monitoring and evaluation will be shared and where possible data will be anonymised.
- Monitoring and Evaluation data will be sent to the Data Controller, Interreg North-West Europe; only data that is necessary for the monitoring and evaluation will be shared and where possible data will be anonymised.

How does the university protect data?

The university takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long we will keep your data?

We will retain your data in accordance with funder Intereg [North-West Europe Programme Manual version 10](#) which states that records need to be kept for potential audit. The final notification from the funder letter upon project closure will detail the precise details of the retention required but it is usually 5 years from the receipt of the final payment from the funder. regulations

It will be destroyed at the end of the retention period.

Data subject's rights: access, rectification, erasure, restriction of processing, objection to processing, right to data portability

As a data subject, attending the SoR-C Summer School, you have a number of rights. You can:

- access and obtain a copy of your data via a subject access request
- require the university to change incorrect or incomplete data
- require the university to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data, in certain circumstances, for example, where the university is relying on its legitimate interests as the legal ground for processing; or for direct marketing purposes
- ask the university to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the university's legitimate grounds for processing data
- withdraw your consent at any time, where we have requested and obtained your consent

If you would like to exercise any of these rights, please contact Rachel Page, Head of Data Compliance and Records Management, 01273 642010, dataprotection@brighton.ac.uk.

Lawful Basis for processing

Interreg North-West Europe will be processing personal data according to the following lawful basis:

Public Task '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'.

The University of Brighton will be processing the data according to the following lawful basis:

Contract : 'the processing is necessary for a contract between the University of Brighton and the FCBRE consortium.

The right to complain to the ICO

If you are unsatisfied with the way the university has processed your personal data, or have any questions or concerns about your data please contact dataprotection@brighton.ac.uk.

If we are not able to resolve the issue to your satisfaction, you have the right to apply to the [Information Commissioner's Office](#) (ICO).

Privacy notices

Changes to this notice

We keep our privacy notices under regular review. This privacy notice was last updated in February 2021.

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