

## Privacy Notice for Applications to the Spark Grant Scheme

### Introduction

What Works for Children's Social Care and its affiliates, subsidiaries and related entities ("WWCSC", "we", "our") is committed to protecting the privacy and security of the personal data we collect about applicants to the Spark Grant Scheme ("you/your").

The purpose of this privacy notice is to explain what personal data we collect about you when you submit an application and are either successful or unsuccessful in your application for the WWCSC Spark Grant Scheme. When we do this, we are the data controller.

Please read this privacy notice carefully as it provides important information about how we handle your personal information and your rights. If you have any questions about any aspect of this privacy notice you can contact us using the information provided below or by emailing us at [dp@whatworks-csc.org.uk](mailto:dp@whatworks-csc.org.uk) quoting "Spark Grant Scheme" in the subject or body of the email.

### Personal data we collect

We shall be processing the data of several categories of data subject. Please read the section below that is relevant to you:

#### Applicant

- Name of lead applicant
- Email address of lead applicant
- Telephone number of lead applicant
- Role of lead applicant
- CV of lead applicant
- Educational Background of lead applicant
- Knowledge of (as part of Underrepresented Background Status eligibility criteria):
  - Your ethnicity
  - You having a disability
  - Your sexual orientation
  - Your experiences relating to the children's social care system.
  - Details of a career break, maternity leave or other carer responsibilities.
- Name of applicant's supervisor
- Name of co-applicant (if applicable)
- Name of your institution or organisation (University or place of employment)
- Name of approving Higher Education Institute (HEI) or Independent Research Organisation (IRO)
- Name of approver from the approving HEI or IRO (provided by lead applicant)
- Names of associated collaborators and their skills and expertise (provided by lead applicant)
- Personal data provided voluntarily in an application document, email or as an answer to a live question
- Level of competency to conduct research
- Equality Act 2010 Monitoring information:
  - Gender
  - Gender Reassignment
  - Age
  - Ethnicity
  - Disability
  - Sexual orientation



- Caring responsibilities
- Pregnancy and Maternity
- Religion or Belief

#### **Associated Collaborators/Project Team Members**

- Name
- Email address
- Telephone number
- Job title
- Name of your HEI, IRO or place of employment

#### **Applicant's Approver(s), and Applicant's Supervisor**

- Name
- Email address
- Telephone number
- Job title
- Name of your HEI, IRO or place of employment

#### **How we collect information about you**

We may collect personal data in a variety of ways and at a variety of times throughout the application process and, depending on the outcome of the application, for a period of time after the application process as well.

#### **Applicant**

- From yourself via correspondence with you over email and/or social media platforms
- From yourself via the application form and CV, and any supplementary documents submitted as part of your application submission
- From yourself within an online/telephone or face to face application interview/presentations
- From yourself within periodic online/telephone or face to face project reviews
- From your Supervisor and/or Approver
- From your HEI, IRO or place of employment
- From your online and social media presence

#### **Associated Collaborators/Project Team Members**

- From interactions with and documents submitted by the Lead Applicant
- From yourself via correspondence with you over email and/or social media platforms
- From yourself via any supplementary documents you may submit as part of your assistance with the application submission
- From yourself within an online/telephone or face to face application interview/presentations (should you be involved)
- From yourself within periodic online/telephone or face to face project reviews (should you be involved)
- From your Supervisor and/or Approver
- From your HEI, IRO or place of employment
- From your online and social media presence

#### **Applicant's Approver(s), and Applicant's Supervisor**



- From interactions with and documents submitted by the Lead Applicant
- From yourself via correspondence with you over email and/or social media platforms
- From yourself within periodic online/telephone or face to face project application or project related conversations

## Purposes for which we use personal data and the legal basis

When conducting the research study, we may use your personal data for the following purposes and on the following lawful bases. The table below is relevant to all data subjects involved in the application process and subsequent outcomes of an application being awarded funding:

Purpose	Lawful Basis for Processing
To review applicant's Approver and/or Supervisor statement in relation to the funding application and subsequent reviews.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller. Where we rely on our legitimate interests, we will always make sure that we balance these interests against your rights.
To review information throughout the application process.	
Monitor submissions for plagiarism.	
For WWCS to provide feedback on outputs of the research.	
To invite and to manage possible participation in a related peer networking forum and subsequent events.	
To send surveys to applicants regarding the scheme.	
Sharing your data with WWCS employed researchers as part of collaboration and assistance activities.	
To develop the research into a larger research project.	
Monitor effectiveness of submission processes.	



<p>To retain knowledge of previously unsuccessful applicants for a period of time including the reason the applicant was unsuccessful.</p>	
<p>To re-establish contact with an unsuccessful applicant when WWCSA wants to reconsider the application based on new information or internal developments.</p>	
<p>To archive data where relevant so the applicant and researchers can be appropriately accredited.</p>	
<p>To archive any outcome reports so it may inform further research and secondary studies for the betterment of society.</p>	<p>Archiving is for societal benefit and therefore processing is necessary for the performance of a task carried out in the public interest, also known as “public task” under UK GDPR Article 6.1(e).</p>
<p>Correspondence to initial pre-application inquiries.</p>	<p>Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p>
<p>To conduct application selection reviews and correspondence including video/telephone and/or in person conversations and presentations.</p>	
<p>Sharing your data with the WWCSA Young Advisory Group, Stakeholder Advisory Group and WWCSA employed as part of the application review.</p>	
<p>To assess your application based on your eligibility criteria including the processing of special category personal data upon which the scheme is specifically targeted outside of Early Career Researchers (the grant could not be awarded without this information).</p>	
<p>Conduct a research “kick-off” meeting and regular scheduled check-ins to review how the research is progressing.</p>	



To send a newsletter notifying you of upcoming funding rounds and other related events.	The data subject has given their informed consent to the processing of their data.
To gather and analyse diversity data to assess the extent to which we are achieving our diversity and inclusion aims which includes not discriminating under the Equality Act 2010 and building an accurate picture of our partnering organisations, in particular the make-up of the organisations with which we work.	The data subject has given their informed consent to the processing of their data.

## Sharing your data

It is unlikely that we'll ever share your personal data outside the UK. If, however, it becomes necessary for the purposes of conducting our research we will only share it with organisations in countries benefiting from a European Commission adequacy decision or on the basis of Standard Contractual Clauses approved by the European Commission (both of which are recognised by the UK) which contractually oblige the recipient to process and protect your personal data to the standard expected within the UK.

Any data shared with the below categories of recipients is the minimum necessary for the task they have been instructed to carry out on our behalf or in conjunction with us. Each category of recipient is subject to pre-approved review to ensure comparative technical and organisational measures for keeping personal data secure and compliant with the GDPR.

1. WWCSA Advisory Groups.
2. Survey platform providers.
3. Mass mailing platform.
4. Archive location providers.
5. Our Customer Relationship Management (CRM) system.
6. Our Grant Management System.

There may be scenarios where we are subject to a legal obligation to disclose or share your personal data, such as with law enforcement agencies, regulatory bodies or public authorities in order to prevent or detect crime. We will only ever disclose your personal data to these third parties to the extent we are required to do so by law.

We may also share your personal data if we choose to sell, transfer, or merge parts of our business and/or group, or our assets in the future. Or we may seek to acquire other businesses or merge with them. During any such process, we may share your data with other parties. We will only do this if they agree to keep your data safe and private. If a change to our group happens, then other parties may use your data in the same way as set out in this notice.

## How long we keep your data

Data subject's personal data that is associated with a successful application, where grant funding has been awarded, shall be processed for as long as is necessary and at least for the duration of the research project being conducted. Any subsequent requirements associated with the research which may only become known after the research has been completed will also influence the length of time



associated personal data may be processed. These may include, but are not limited to, archiving, peer reviews, secondary analysis, and expansion into a larger research project.

Data subject's personal data that is associated with an unsuccessful application, where grant funding has not been awarded, shall have their data retained for a period of 2 years.

## How we protect your data

We implement appropriate technical and organisational measures to protect data that we process from unauthorised disclosure, use, alteration or destruction. Access is controlled by WWCSC's secure access policy which is kept under review to make sure that the measures we have implemented remain appropriate.

Any personal data is not subject to any automated decision-making.

## Your rights and options

You have the following rights in respect of your personal data:

- You have the right of access to your personal data and can request copies of it and information about our processing of it.
- If the personal data we hold about you is incorrect or incomplete, you can ask us to rectify or add to it.
- Where we are using your personal data with your consent, you can withdraw your consent at any time.
- Where we are using your personal information because it is in our legitimate interests to do so, you can object to us using it this way.
- Where we are using your personal data for direct marketing, including profiling for direct marketing purposes, you can object to us doing so.
- You can ask us to restrict the use of your personal data if:
  - It is not accurate,
  - It has been used unlawfully but you do not want us to delete it,
  - We do not need it any-more, but you want us to keep it for use in legal claims, or
  - if you have already asked us to stop using your data but you are waiting to receive confirmation from us as to whether we can comply with your request.
- In some circumstances you can compel us to erase your personal data and request a machine-readable copy of your personal data to transfer to another service provider.
- You have the right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you wish to exercise your rights, please contact us at [dpo@whatworks-csc.org.uk](mailto:dpo@whatworks-csc.org.uk).

## How to Complain

You can also lodge a complaint with the Information Commissioner's Office. They can be contacted using the information provided at:

Information Commissioner's Office  
Wycliffe House  
Water Lane



Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
ICO website: <https://ico.org.uk/concerns/>.

## Contact us

If you have any questions, or wish to exercise any of your rights, then you can contact:

Project: Spark Grants Scheme  
Organisation: What Works for Children's Social Care  
Address: The Evidence Quarter, Albany House, Westminster, SW1H 9EA

Alternatively, you can email us at [dpo@whatworks-csc.org.uk](mailto:dpo@whatworks-csc.org.uk)

## Changes to this privacy notice

We may update this notice (and any supplemental privacy notice), from time to time as shown below. We will notify you of the changes where required by applicable law to do so.

Last modified 14/07/2022.

