



LOCAL PRIVACY NOTICE for the UCL Wellcome Biomedical Vacation Scholarship Scheme

1. Introduction

Academic Careers Office (ACO) within the Office for the Vice Provost (Health) & Academic Career Office respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully as it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements the following wider [UCL privacy notice\(s\)](#):

- [General privacy notice](#) when you visit & / or Website
- [Student privacy notice](#)
- [Staff privacy notice](#)

We keep this Privacy Notice under regular review. It was last updated on 5 April 2022.

2. About us

The Academic Careers Office (ACO) is part of the Office for the Vice Provost (Health) at University College London (UCL).

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the controller of your personal data for the purposes of data protection law.

3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. This may include:

- x Your name and contact details;
- x The name of the Higher Education Institute you attend and your current year of study;

- x Special category personal data. This may include details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, trade union membership, information about your health, geodemographic data (including parental Higher Education, free school-meal status, care leaver status, carer status, household income and state benefits, family set up (e.g. estranged from parents or single parent families) (where applicable) etc.);
- x Review of your photo identification in order to perform the necessary Right to Work checks.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- x To register you as a client and to manage our relationship with you.
- x To help you with your enquiry. Depending on the circumstances, this may include special category personal data. Here, the processing of your information is carried out on the basis of your explicit consent; or
- x To enable reporting to the funder. The BVS scheme is funded through a grant to UCL from Wellcome. Here, the processing of your information is carried out on the basis of your explicit consent.

Where the processing is based on your consent, you have the right to withdraw your consent at any time by contacting us using the details set out below. Please note that this will not affect the lawfulness of processing based on consent before its withdrawal. Please note withdrawal of

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third party service providers to use your personal data for their own purposes ±we only permit them to process your personal data for specified purposes and in accordance with our instructions.

- x Right to request erasure of your personal data;
- x Right to object to processing of your personal data;
- x Right to request restriction of the processing your personal data;
- x Right to request the transfer of your personal data; and
- x Right to withdraw consent.

If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

Contacting us

You can contact UCL by telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT.

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Data Protection & Freedom below: