

Data sharing between Consortium institutions

When you apply for a CHASE studentship, the higher education institutions which are members of the CHASE Consortium share the personal data which you have submitted in order to handle your application, and to support your studies if your application is successful.

The CHASE Consortium itself is not a legal entity, so cannot hold information or be legally responsible for it: those responsible for your personal data are the universities which hold it (known as Data Controllers), not CHASE.

The Consortium institutions are in process of finalising a contractual statement defining the purposes for which they share personal data and the standards which they operate. The terms of this will be made available to candidates and students as soon as possible.

By accepting a place for a CHASE Studentship, you agree to the data sharing arrangements and shared items agreed by the Consortium and made available to you: the institutions cannot amend these without at least informing you, and in many circumstances also obtaining your further consent.

Information you can expect to receive from each Consortium institution at which you study

The CHASE member institutions are legally responsible (as data controllers) for communicating to you directly how research student personal data is used at their particular institution, either when you begin your studies, or when you attend for particular elements of your programme of study at Consortium partners (unless there is no personal data collected - as might be the case when attending a single lecture). Information about the use of your personal data (sometimes known as a "fair processing notice" or "data collection notice") is often delivered through an online enrolment/registration system. Information issued by different members of the Consortium is likely to be similar in effect but not identical.

Concerns or enquiries about personal data processing

If you have concerns about the way in which your personal data is being handled by a Consortium institution you can contact the Data Protection Officer at the institution concerned for advice. You should do this if:

- You suspect that the institution is using or sharing your personal data for purposes about which you have not been properly informed in writing.
- You have concerns about some other malpractice or a security breach.
- You wish to have access to the personal data which the institution holds about you, and the institution has not told you how to do this.

A list of email addresses of Data Protection Officers of the Consortium is overleaf.

Please remember that if you make statements about other people in your email (e.g. to complain about them), the individual(s) concerned may have access to that statement.

If the matter cannot be resolved immediately, the Data Protection Officer will let you know the appropriate complaints procedure or other process to follow (which will differ by institution). If the institution's complaints procedure has been exhausted you have the right to take your complaint to the Information Commissioner.

CHASE Data Protection Contacts

Courtauld	Anjum Saad	anjum.saad@courtauld.ac.uk
Essex	Sara Stock	sstock@essex.ac.uk
Goldsmiths	Alex Harris	dp@gold.ac.uk
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OU	Samantha Mansfield	s.mansfield@open.ac.uk
Sussex	Alice Robertson	A.Robertson@sussex.ac.uk
UEA	Dave Palmer	david.palmer@uea.ac.uk