Higher Education Authority Data Collection Notice

North-South Research Programme 2021

What is personal data and what is a personal data processing operation?

Personal data shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Personal data processing operations can be any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Short description of the processing activity:

Personal data are collected to administer the North-South Research Programme 2021. This is necessary to identify applicants, determine eligibility and assess proposals. We also need to collect personal data from peer reviewers in order to carry out the review stage of the awards.

Who is the Data Controller?

The Higher Education Authority is the data controller of this data.

What personal data is collected? What is the purpose for processing this data? Who has access to the personal data of data subjects and to whom can they be disclosed?

Please see the table included in Appendix A.

Where did we get your personal data?

Personal data collected for the North-South Research Programme is collected directly from the data subject(s) involved.

What is the legal basis for processing your personal data?

The legal basis under Article 6 GDPR for this processing is 6(1)(e)- 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 legislation which sets out the core functions of the HEA/IRC is the Higher Education Authority Act 1971.

How long will we retain your data?

Successful applications are retained permanently for accountability purposes, unsuccessful applications are retained for 5 years from date of call deadline, draft applications are retained for 1 year from date of call deadline.

When personal data are no longer required, we will anonymise the data.

What are your rights regarding your data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal. Your request to exercise one of the above rights will be dealt with without undue delay and in any case within one month.

We will never use automated decision making on your personal data.

Contact details for enquiries regarding your personal data

Please contact dataprotection@hea.ie for any queries.

You have the right to lodge a complaint with the Data Protection Commission (dataprotection.ie)

Data Collection Information

The table below details which personal data are collected during applications to the North-South Research Programme 2021, and who are they accessible to. This includes all information related to reviews of those applications. All data are submitted through the HEA's online grants management system, *WizeHive*.

Guide to terms/acronyms used, or roles specified, in this document

Applicants (AP) = People who submit applications for consideration for funding

Panel Members (PM) = People who agree to complete reviews of applications. These people meet to discuss the reviewed applications and decide on the final ranking order of such applications.

HEI/RPO = Higher education institution/Research performing organisation

Programme Team (PT) = The HEA staff who run the North-South Research Programme 2021. These people have access to all data submitted through *WizeHive*.

Research offices/officers/Endorsement signatory (ROs/ES) = Staff in HEIs/RPOs who support applicants in making proposals to the North-South Research Programme 2021.

Collected data are described here under the following three headings (see below). Firstly, the data collected on WizeHive, "Data type". Secondly, the reason why these data are collected "Purpose for collection". Lastly, who these data are revealed to during the normal running of the call "Shared with". After the call is finished, applicants will be given access to reviews, where this is the case, the applicant is indicated in blue text. Personal-identifying information about reviewers is not shared. Nor are the applicants given access to specific scores or remarks provided by individual assessors.

Where the process, as it stands, reveals personal identifying data where we would prefer it not to be, the persons to which this information is potentially **shared with** are marked in red text.

Data Collected from Applicants on *WizeHive*

Data type	Purpose for collection	Shared with
Full Name	To Identify partners, collaborators and the primary contact.	AP; PT; PM
Email Address	To contact proposers and the primary contact.	AP; PT

Gender	For high-level statistical analysis and to ensure no gender-bias in review process	AP; PT
Date of Birth	To Identify proposers and for high-level statistical analysis	AP; PT
ORCID ID (not mandatory)	To Identify applicants, verify track record	AP; PT
Employment Status with proposed host HEI/RPO	To verify if applicant has secured agreement from host HEI/RPO to employ them if successful	AP; PT
Current country of residence	To collect data for high-level statistical	AP; PT
Current position	Track record	AP; PM; PT
Current organisation name	Track record	AP; PM; PT
Lead admin Institution Details	To verify if proposers have secured agreement from lead admin HEI to endorse the application, and to employ the lead investigators/team lead in the lead admin if successful	AP; PM; PT
Lead partner (HEIs/RPOS) institution details	Assessment of proposals	AP; PM; PT
Partner details	Assessment of proposals; to determine eligibility	AP; PM; PT
PhD Details (Discipline, Graduation Date)	Track record; determine eligibility	AP; PM; PT
PhD certificate and translation if necessary	determine eligibility	AP; PM
Info on Eligible Career Breaks, e.g., maternity or carers leave. Including official documents or refences made by applicants to such breaks in the application content	Track record; determine eligibility	AP; PM; PT

Info on previously held research funding	Track record	AP; PT; PM
Various information about the proposal, e.g., project descriptions, selected discipline, abstract, project description, proposed budget etc.	Assessment of proposals. Note, this info may include collaborator details.	AP; PT; PM
Consolidated lead investigators/team leads CV	Assessment of proposals	AP; PT; PM
Track Record	Assessment of proposals	AP; PT; PM
Data Management Plan	Assessment of proposals	AP; PT; PM
Ethics and Sex/Gender overview	Assessment of proposals	AP; PT; PM
Endorsement form from proposed lead admin HEI	To verify if applicant has secured agreement from host HEI to employ the lead investigator/team lead at the lead admin HEI if successful and to provide oversight of management and governance of the project if successful.	AP; PT; ROs/ES
Compliance questions	Determine eligibility	AP; PT; PM
Declarations	Determine eligibility of applicants as per the requirements outlined in the Call Document (here)	AP; PT; PM
Reviewer Comments	Assessment of proposals	PMs; PT

Data Collected from Panel Members on *WizeHive*

Data type	Purpose of collection	Shared with
Full Name	To Identify Panel Member	PM; PT
Email Address	To contact Panel Member	PM; PT
Date of Birth	To Identify Panel Member	PM; PT

ORCID ID	To Identify Panel Member and determine ability to competently carry out review of proposals	PM; PT
Employment Details	To Identify Panel Member and determine ability to competently carry out review of proposals	PM; PT
Current country of residence	To Identify Panel Member	PM; PT
Current position	To Identify Panel Member and determine ability to competently carry out review of proposals	PM; PT
Current organisation name	To Identify Panel Member and determine ability to competently carry out review of proposals	PM; PT
Comments of the main assessment of the proposals, including the research proposal and the applicant track record etc.	Assessment of proposals. Reviewers requested only to consider information input as part of application.	PM; PT
Scores of the main assessment of the proposals, including the research proposal and the applicant track record etc.	Assessment of proposals.	PM; PT
Panel Consensus Statement	Assessment of proposals.	PM; PT
Funding determinations (subject to acceptance, available funds etc.)	Assessment of proposals.	PM; PT; AP
Final Rankings	Assessment of proposals.	PM; PT
Final Individual Outcomes	Assessment of proposals	PM; PT After call result: All AP