

## Privacy Notice – Application & Acceptance Process

The Data Controller of the information being collected is: The Scottish Association for Marine Science, Scottish Marine Institute, Oban, Argyll, PA37 1QA. Phone: 01631 559000

For any queries or concerns about how your personal data is being processed you can contact the Data Privacy Manager at [DPE@sams.ac.uk](mailto:DPE@sams.ac.uk)

### **This privacy statement relates to the following processing:**

This process involves use of applicant and, if your application is successful, enrolment and service provision data for a scholarship on the Erasmus Mundus Joint Master Degree in Aquaculture, Environment and Society Plus (EMJMD ACES STAR).

### **Your information will be used for the following purposes:**

- 1) Maintaining accurate student records for registration and enrolment on the EMJMD ACES+
- 2) Erasmus Mundus Scholarship recommendations to the EACEA of the European Union
- 3) Enable scholarship payments to be processed via the EACEA Mobility Database in line with your programme.
- 4) Meet our financial monitoring and reporting, and statistical requirements in line with our grant agreement with the EU
- 5) To administer insurance to you in line with your Student Agreement via our 3<sup>rd</sup> party provider.

### **Our legal reasons for using the data are:**

Use is necessary for us to carry out our obligations under the Contract which we have entered into with you, to enable us to meet our requirements under the terms of our grant from the EACEA of the European Union to offer the programme to you in the event your application is successful, and to meet our legal obligations in the United Kingdom.

### **If you were to withhold the personal information we require for this process, the consequences would be:**

We would be unable to process your application to the above course and recommendation to the EACEA of an Erasmus Mundus scholarship. This would mean the EACEA would be unable to assess your eligibility for an Erasmus Mundus scholarship and this would be cancelled.



**Your data will be shared with the following recipients:**

Academic Partners: The University of Crete, The University of Nantes, Radboud University, University of Highlands & Islands

Funding Purposes (if your application to the programme is successful): Education, Audio-visual and Culture Executive Agency (EACEA) of the European Union

Insurance Purposes (if your application to the programme is successful)

**In addition (if your application to the programme is successful), SAMS may share some of your data with:**

Highlands and Islands Students' Association (HISA)

Higher Educational Statistics Agency (HESA)

Other SAMS staff (limited to name and photo), for security purposes

Nominated payment services agent, used by University of Crete, to provide you with payments due through the Programme.

If your application to the programme is successful, your data will be retained in the student records system of the University of the Highlands and Islands-SAMS for the duration of your EMJMD ACES STAR and for a period of 5 years after the Consortium's final report on you is submitted. If your application does not progress, it will be retained for 6 months from completion of interviews for the current year intake, after which time all data will be destroyed.

**The following rights are rights of data subjects:**

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

**The following rights apply only in certain circumstances:**

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is [www.ico.org.uk](http://www.ico.org.uk)**