

Privacy Notice – Costing Tool for Grants and Contracts

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Calculating staff project costs for grants and contracts, using the BlackDackel costing tool

This process applies to members of staff within UHI EO and UHI Academic Partner Colleges who are involved in externally funded and match funded research projects. Salary information is required to produce accurate costings at the pre-contract and contract stages of the application for funding.

This will include specific information for project leads and some specific roles (such as researchers or support staff contributing to the projects), and more general salary information based on job roles. Information provided will include staff names, job titles, salary costs, and staff time allocated to projects.

Your personal data will only be processed in BlackDackel for the purposes of costings calculation if you are part of, or would be contributing to, a planned project. If your personal data is required from your employer for the costings process, then you will be informed of this directly by the Grants and Contracts team.

If you have any questions please contact the Grants and Contracts team:

grantsandcontracts@uhi.ac.uk

Your information will be used for the following purposes:

<p>Purpose 1:</p> <p>Creating grant application costings</p>	<ul style="list-style-type: none"> Salary information required to produce accurate and detailed project costings at the pre-contract stage <p>Only Grants and Contracts team will have access.</p>
<p>Purpose 2:</p> <p>Maintaining records in BlackDackel</p>	<ul style="list-style-type: none"> Salary information required to maintain accurate information in the system to ensure costings remain up to date throughout the life of the project Updating information on pay and grading throughout the life of the project Updating information on staff changes throughout the life of the project Support for finance and budgeting process <p>Grants and contracts team will have access only.</p>

<p>Purpose 3:</p> <p>Export grant application costings to PURE</p>	<p>Once the costing is completed, the costings outcome sent to the funder (summarised as far as possible in line with funder requirements) will be added to PURE.</p> <ul style="list-style-type: none"> • Exporting information to support full record for the project • Provision of evidence for audit purposes • Support for finance and budgeting process • Providing information for external funders <p>Lead applicant will have access to the costings (as submitted to funder) in PURE. This will also be available to the Grants and Contracts team.</p>
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The following personal data being used for this process will, or may, originate from a third party:

Name, job title, academic partner organisation, research expertise and history, salary, proposed contribution to project (nature and time), relevant pension information.

The data originates from these sources:

Your employer (college or EO). Usually, this data will be transferred to the Grants and Contracts team from your employer’s HR or finance departments.

Our legal reasons for using the data for all purposes are:

Contract 6(1)(b) – the processing is necessary for the purposes of a contract with our staff, as the generation of grant costings is a requisite part of working with a university or College that undertakes research. It is an integral part of the job role and, so, the employment contract to allow such management forecasts to take place.

Public Task 6(1)(e) The university and colleges have a public task to undertake quality fundable research, this process is a requirement of almost all funded academic research – as the costings is part of the funding process.

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

UHI would not be able to provide accurate budgets for projects where salary costs are concerned, and the proposal might not proceed.

Your data will, or may, be shared with the following recipients or categories of recipient:

BlackDackel – project costing service provider - [BlackDackel](#). We use the BlackDackel system for calculating costings.

Relevant research and project funding organisations

UHI teams including the project lead, finance lead, and Grants and Contracts pre award team.

Data is processed in the UK or EEA only, subject to UK adequacy decision.

As with all UHI systems, data will be accessible to staff maintaining and administering systems, but they will only access data where necessary for the purposes of the maintenance or administration.

As with all financial information processed by the university, the information may be required for audits and inspections (these may be undertaken by internal or external auditing bodies or persons and may also be undertaken by regulatory or law enforcement bodies).

Your data will be retained for the following length of time:

Successful projects:

Unless otherwise prescribed by the funding body (in which case the longer of the UHI or funder periods will be used)

In BlackDackel: End of financial year of project completion plus six years then archived or deleted.

In PURE: End of financial year of project completion plus six years then archived or deleted.

In SharePoint: End of financial year of project completion plus six years then archived or deleted.

If personal data is archived then it will be kept in keeping with UHI's Archival retention policy.

Unsuccessful projects:

In BlackDackel: Removed from BlackDackel if application is unsuccessful and placed in SharePoint

In SharePoint: If archived, then in keeping with UHI's archival retention policy.

End of financial year of project completion plus six years then archived or deleted.
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In some cases, the project funder will stipulate a different retention period; this will be made clear to project participants.

The following rights are rights of data subjects:

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| <ul style="list-style-type: none">• 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 |
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The following rights apply only in certain circumstances:

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| <ul style="list-style-type: none">• 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 |
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You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.