

Collaborative Doctoral Partnership Consortium: Privacy Notice

Who we are

The Collaborative Doctoral Partnership (CDP) Consortium is made up of 14 consortia and organisations which in total make up 34 organisations that are part of the Collaborative Doctoral Partnership scheme. The partner organisations co-supervise the Arts and Humanities Research Council (AHRC) funded Collaborative Doctoral Partnerships in collaboration with Higher Education Institutions (HEIs). A full list of partner organisations and further information about the CDP can be found on the AHRC website (<https://www.ukri.org/councils/ahrc/career-and-skills-development/supporting-universities-and-consortia-to-develop-careers/collaborative-doctoral-partnerships-cdp-scheme/>) and the CDP website (<https://www.ahrc-cdp.org/cdp-consortium/>)

The CDP Consortium is chaired by the head of research at the British Museum and administered by the CDP Co-ordinator. The CDP Co-ordinator also administers the Cohort Development Fund which covers travel, accommodation and subsistence costs for CDP events. Each partner consortium or organisation has a central contact person, usually a research manager.

The CDP Consortium contribute their time in-kind to put on events as part of the Cohort Development Programme. Registered CDP students automatically get invited to attend these events, which are organised by the CDP Co-ordinator.

How we collect your personal data

We collect personal data when

- you register as a Collaborative Doctoral Partnership student: directly from you, or from the university with whom you registered, or the partner organisation for your PhD, or from you via Eventbrite whom we use for event registration
- you apply to the Additional Student Development Fund: directly from you, or from the university with whom you registered, or the partner organisation for your PhD
- you complete your CDP studentship and become an alumnus: directly from you or from your partner organisation, from your employer's website, from the information you have provided to publicly available social networking and professional websites or from any other publicly available sources which may hold information about your current or past employment e.g., newspaper articles, articles in professional journals etc.
- you agree to be a co-supervisor as part of the CDP scheme: directly from you or from your organisation or university

Why we collect your personal data

We collect and process your data based on your consent, unless there is another compelling, carefully assessed lawful basis to do so, for example a legal obligation to retain the data, a duly assessed legitimate interest, or other lawful basis provided for by law. In the case of special category data (e.g., relating to dietary or accessibility requirements) we will seek your explicit consent.

As administrator for the CDP Consortium, the CDP Co-ordinator may use your personal data, with your consent, for the following purposes:

- Informing you about the Cohort Development Programme
- Organising CDP events for students and supervisors
- Booking travel (bus, train, airline) and accommodation on your behalf for Cohort Development Events
- Contacting you if you don't arrive at a residential event
- Forwarding messages from CDP student representatives, so you can provide feedback
- Forwarding messages from the AHRC about events you may be interested in
- Forwarding information about student events, other conferences, calls for papers and job opportunities
- Sending out student surveys
- To carry out research into the career paths followed by the CDP alumni and use this data in aggregated form to evaluate the success of the programme, to attract more funding and to encourage graduates to take up jobs in the GLAM (Galleries, Libraries, Archives Museums) and heritage sectors
- Retaining a record of alumni
- Connecting students by sharing social media handles/contacts
- Monitoring attendance at CDP events (for AHRC reporting purposes)
- Contacting you, your university and AHRC to administer the Additional Student Development Fund

What personal data do we collect?

The personal data collected by the CDP Consortium is likely to fall into the following categories:

- Contact details (email, phone, address, social media handles/contacts)
- University at which you are registered
- Passport details (for airline tickets only)
- Bank details (for reimbursement if you choose to make your own bookings)
- Dietary and accessibility requirements (for events)
- AHRC grant reference number
- University student number
- Name and professional contact details of your supervisors and administrators at your university and partner organisation

Personal data collected by the CDP Consortium for CDP alumni include:

- Name, email address
- Partner organisation and University at which you were registered together with the name of your supervisor
- Title of completed studentship
- Employment history

How we look after your personal data

The personal data you provide will be held securely by the CDP Consortium (including the host organisation(s) of the CDP Co-ordinator and Chair of the Consortium) for as long as you are registered as a student, and if you agree, as an alumnus. The exception to this will be passport details which are only retained while making the airline booking and any financial details you provide for the reimbursement of your expenses which will be securely deleted as soon as the payment has been made. Your personal data will not be transferred abroad other than to cloud servers which may be located outside the UK.

Your personal data may be shared with any members of the CDP consortium and/or the AHRC if this is necessary to fulfil one of the purposes listed above. Your personal data will not be shared routinely with third parties but, in order to fulfil our obligations to CDP students, it may be shared when necessary with the following third parties, mainly for the purposes of organising events:

- The Trainline (or similar train ticket booking platform)
- Imperial Hotels (or other UK-based hotels)
- Airlines
- Bus companies

You can book your own travel and accommodation arrangements if you prefer; if so, you will need to provide us with your bank details so that your costs can be reimbursed.

We use Eventbrite for event registration. Students receive an email invitation for an event from the CDP Co-ordinator, directing them to the Eventbrite website. We use the data you provide to Eventbrite in order to organise the event. For further information, please refer to the Eventbrite privacy policy.

CDP student responsibility

It is the responsibility of the CDP student to keep the CDP Consortium updated with current contact details during the course of the PhD. These details will be retained by the CDP Consortium for the duration of the PhD (including any periods of hiatus during the student's studies). If a student withdraws from the CDP programme before completing their PhD, their personal data will be destroyed as soon as reasonably practicable after they have notified us of their decision to withdraw and after any associated administration has been completed.

Once the student has completed their PhD, the CDP Consortium will ask their permission to retain certain CDP alumni data as listed above for the duration of the CDP programme or 25 years, (whichever is longer,) or until such time as the student notifies the CDP Co-ordinator in writing that they wish to withdraw their consent and has received written confirmation from the CDP Co-ordinator that such request has been received.

Your rights

You have the right to request a copy of your personal data that we hold, to request its correction should it be outdated or inaccurate, and to request its erasure.

You can withdraw your consent to the processing of your personal data at any time or request that processing of your personal data be restricted but this is not an absolute right and will depend upon the legal basis under which the processing is being carried out.

For more information on your rights, please refer to the Information Commissioner's Office website (<https://ico.org.uk/your-data-matters/>). To make a request to exercise any of these rights contact cdpadmin@britishmuseum.org

Contacts

The CDP Co-ordinator is the central point of contact, along with the Chair of the Consortium. The CDP Co-ordinator can be contacted via email (cdpadmin@britishmuseum.org), and social media (Facebook; Twitter; LinkedIn).

If you have any questions or concerns about how we are managing your personal data, or wish to exercise any of your rights as described above, please contact cdpadmin@britishmuseum.org

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK's Data Protection Authority (www.ico.org.uk). We would appreciate the chance to deal with your concerns before you approach the ICO, so please contact us first.

Changes to this Privacy Notice

This Privacy Notice was last updated on 09 June 2022.

We may change or update this notice from time to time so please check this page occasionally to ensure that you are happy with any changes.

Previous versions of the privacy notice may be requested via cdpadmin@britishmuseum.org