



Biofortification Hub Privacy Policy

Our contact details

Name: Biofortification Hub Manager
Address: Quadram Institute Bioscience | John Innes Centre
John Innes Centre
Norwich Research Park
Norwich, NR4 7UH
Phone Number: 01603 450328
E-mail: biofortification.hub@nbi.ac.uk

The type of personal information we collect

We currently collect and process the following information.

For those applying for **membership** of the hub:

- First name, Surname
- Email
- The organisation you work for
- Region
- Biofortification interest

From **grant applications**:

Applicant/Co-applicant

- Contact name
- Position held
- University/Institution
- Department
- Phone Number
- Email
- Academic CV (for Flexible Mobility Award applications only)

Finance/Research Office

- Contact name
- Phone Number
- Email

Industry Partner(s)

- Contact name
- Company name
- Address
- Phone Number
- Email



- Employee headcount
- Company annual turnover

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons.

For **members** we process the information to:

- Distribute our mailing list for members of the hub (e.g. newsletters about our activities, invitations to events, information about partnership opportunities)
- Administer and deliver small group workshops
- Facilitate match making between academia and industry under the "Flexible Mobility Award" (FMA) scheme

For **large-scale community meetings** we process the information to:

- Process registrations, administer and deliver large-scale meetings

For **grant applications** we process the information:

- To conduct due diligence on prospective grant holders
- As part of a peer review to recommend funding of applications by BBSRC
- To administer and deliver that funding to successful applicants
- To coordinate post-project completion reports to demonstrate the value of this initiative

For **successful grant applications** we will share this information with BBSRC:

- To manage your award and complete the grant payment
- To process the reimbursements of expenses (e.g. FMA scheme)
- To respond to our obligations in relation to funding agencies or other Higher Authorities - including BBSRC grant terms & conditions, Extranet, Researchfish and BBSRC obligations for public accountability and dissemination of information. Some details of grants may also be made available on the Research Councils' websites and other publicly available databases as well as in reports.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- For **members** and **attendees of large-scale meetings**:
 - (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the hub manager at the top of this notice



- For **grant applications** – we process your information under clause:

(b) Contractual obligation.

How we store your personal information

Every effort is made to ensure that all data we hold in both electronic and paper formats are stored securely and only accessed by persons who need to access the information. Your electronic information is securely stored on servers managed by the computing teams at the Quadram Institute Bioscience and John Innes Centre.

We keep **membership information** until you ask us to delete it or this project ends, which is currently scheduled for 13 November 2027 plus an additional 12 months to allow for the reporting of outcomes, or later if additional funding is secured. We will then dispose your information by removing your information from our membership database.

For **grant applications**, unsuccessful applications will be retained for up to six months after the closing date for the round of applications they were submitted to allow for advice regarding possible re-submission. Successful applications will need to be retained for seven years from the end of their funding period in keeping with financial regulations.

How BBSRC stores your personal information

We are funded by BBSRC, which require that your data is uploaded to the secure BBSRC Extranet in line with the BBSRC Data Protection Policy. Further information on how BBSRC, as part of UK Research and Innovation (UKRI), uses personal data, and how you can exercise your rights as a data subject, can be found in the UKRI Privacy Notice (<https://www.ukri.org/privacy-notice/>). BBSRC-UKRI may use the information transferred from the Biofortification Hub to BBSRC for research related activities, including but not limited to statistical analysis in relation to the evaluation of BBSRC Open Innovation Research Club (OIRC) on Diet and Health as well as study of trends and policy and strategy studies. Retained statistical data will be anonymised.

Your data protection rights

For **members** and **attendees of large-scale meetings** - under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

For **grant applications** – you will have similar rights as for members although, as this is contractual, you will not have the right to erasure of data. You will still have the rights to correct any application, for example – to update contact details, or to ask us to stop processing your application.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the hub manager through the details at the top of this notice if you wish to make a request.

Links to other websites

When we post information on our website about news or events, or display links to external sites, you are encouraged to read the privacy notices associated with these linked web pages.

Changes to this privacy notice

We keep our privacy notice under regular review.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us via:

Name: Data Protection Advisor
Address: Norwich Bioscience Institutes



Quadram Institute Bioscience | John Innes Centre
Norwich Research Park, United Kingdom

John Innes Centre
Norwich Research Park
Norwich, NR4 7UH
Phone Number: 01603 450067
E-mail: dpa@nbi.ac.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>

