



PRIVACY NOTICE

RESEARCH

WHO WE ARE

Meningitis Research Foundation (MRF) is committed to protecting and respecting the personal data that we hold. This privacy notice describes why and how we collect and use personal data for the purpose of assessing and managing applications for research funding as well as arranging and managing events. More detailed information about the processing of personal data by MRF more generally can be found in our main Privacy Notice: <https://www.meningitis.org/privacy-policy>

WHAT IS PERSONAL DATA?

Personal data is any information relating to an identified or identifiable living person. When collecting and using personal data, we are transparent about why and how we process personal data.

TYPES OF PERSONAL DATA WE PROCESS

We collect and process the following types of personal data as part of our processes for awarding funding for research which include –

- names;
- email addresses, telephone numbers and other contact information such as work place addresses;
- records of your correspondence with us;
- information you provide to us such as work history and qualifications;
- for events we may need to process dietary requirements and accessibility requirements; and
- any other information provided to us.

HOW WE COLLECT PERSONAL DATA

We collect personal data:

- Through your applications for funding;
- Through your request for information about our funding programme;
- Through your attendance at events;
- We may also obtain your personal details from publicly available sources such as PubMed or institutional websites for the purposes of identifying suitable

experts to review particular research grant applications, to join our Scientific Advisory Committee, to advertise events and research calls; and

- Through you contacting us with queries and comments.

WHY DO WE PROCESS PERSONAL DATA AND THE LAWFUL BASIS?

This Privacy Notice sets out the lawful basis for processing in the context of applications for funding and the management of events so we process personal data in this context –

- To manage the application process and the ongoing relationship with successful applicants who become MRF grant holders;
- To manage attendance at events; and
- To respond to any queries or comments;

Under the UK GDPR the lawful bases we rely on to process personal data for these purposes are either

- **Your consent; or**
- **Legitimate interests.**

HOW LONG DO WE KEEP PERSONAL DATA FOR?

Any personal data which is processed as part of the application process will not be retained for any longer than is necessary for the lawful purposes for which it was collected and processed. We may, in some cases, need to keep personal data for longer to establish, exercise, or defend our legal rights.

In addition, if there is a need to continue to retain any personal data it will be securely archived with restricted access.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period is reached, we will delete or anonymise your personal data.

SHARING PERSONAL DATA

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put arrangements and security mechanisms (a contract or a data sharing agreement) in place to protect the data and to comply with our data protection, confidentiality and security standards.

We will share full applications with the Scientific Advisory Panel to be assessed. Full applications will also be shared with up to four independent external referees. Applicants are then informed of the outcome of their application in writing.

We may need to share details of successful applications as part of our communications with the general public, our supporters and other research funding bodies. Successful applicants will be informed of any such sharing.

PROCESSORS

We may contract with data processors to deliver our series of virtual and/or hybrid medical-research events. Any personal data shared with a data processor for this purpose will be governed by appropriate safeguards and contracts under data protection law.

LOCATIONS OF PROCESSING

The personal data that we collect from you will be processed within the UK. If it becomes necessary to transfer personal data out of the UK or the EEA we will ensure that any such transfers are fully compliant with the requirements of the legislation.

INDIVIDUAL RIGHTS

Individuals have certain rights over their personal data and MRF is responsible for fulfilling these rights as follows:

- Individuals may request access to their personal data held by us as a data controller.
- Individuals may ask us to rectify personal data submitted to us.
- Individuals may request that we erase their personal data.
- Individuals may have other rights to restrict or object to our processing of personal data and the right to data portability.
- Individuals may request information about, or human intervention into, any automated data processing that we may undertake.

Where we process personal data based on consent, individuals may withdraw their consent at any time by contacting us.

If you wish to exercise any of these rights, please send an email to: dataprotection@meningitis.org

COMPLAINTS

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to dataprotection@meningitis.org. We will investigate and respond to any complaints we receive.

You also have the right to lodge a complaint with the UK data protection regulator, the Information Commissioner's Office ("ICO"). For further information on your rights and how to complain to the ICO, please refer to the ICO website [ICO Make a Complaint](#)

DATA CONTROLLER AND CONTACT INFORMATION

If you have any questions about this 'Privacy Notice' or how and why we process personal data, please contact us at dataprotection@meningitis.org

CHANGES TO OUR PRIVACY NOTICE

Updates to this Privacy Notice will appear on this website.
This Privacy Notice was last updated in September 2022.