



Wellcome Sanger Institute

PhD Recruitment Privacy Notice

Thank you for your interest in applying to the 4-year PhD Programme at the Wellcome Sanger Institute (“we” or “us”). We are committed to protecting and respecting your privacy. This Privacy Notice explains how we, as Data Controller, handle your personal data when you apply to our PhD programme. It also provides details of the rights that you have under data protection law. Such laws, for the avoidance of doubt, include the General Data Protection Regulation (“GDPR”) and its implementing legislation in the UK.

Our contact details

Wellcome Sanger Institute
Wellcome Genome Campus
Hinxton
Cambridge
CB10 1SA
+44 (0)1223 834244
gradoffice@sanger.ac.uk
dataprotection@sanger.ac.uk

What type of data we collect about you

During the course of our recruitment activities we may collect a variety of data from you and about you, including but not limited to the following:

- Name
- Contact details (postal address, telephone number, email address)
- Current position
- Qualifications
- Employment and academic history
- References
- The information you provide in your application form and at any interviews
- Correspondence with you about your application

We may also collect some categories of data which are considered more sensitive, such as nationality, or in limited cases we may collect details of any health conditions or disabilities you have, for instance, if you require assistance or adjustments to be made in order to attend an interview.



Any or all of the above data will be referred to in this notice as “**Recruitment Data**”.

This data will mainly be collected directly from you at different stages of the application process but may also be collected from your referee(s).

You may be asked to provide information related to equality, diversity, and inclusion in addition to the Recruitment Data (“**EDI Data**”).

Purposes and legal grounds for processing

The reason we collect Recruitment Data about you is to process your application and decide whether or not to offer you a place on our 4-year PhD Programme.

We will only process your Recruitment Data where we have a legal basis for doing so. Generally, we will process your information because it is necessary to help us to decide whether to offer you a place on our 4-year PhD Programme.

We may also need to process your Recruitment Data to comply with our legal obligations.

Where special category data is processed, we rely on the necessity of processing the personal data for exercising our rights under UK employment law, or in some cases on your express consent, which you can withdraw at any time. EDI Data will be anonymised and aggregated, and associated with the outcome of your application process for the purposes of equal opportunity and diversity monitoring. We are committed to using these data to improve our inclusivity, however you are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

What we do with the data and who we share it with

We use your Recruitment Data for the main purpose of recruitment. We use your data to assess your application. We may also use the data to improve our recruitment processes.

We may share this information internally for recruitment purposes, including with any faculty on the recruitment panel and relevant admin staff. If you are offered a place, your information may be shared with HR for the purposes of commencing your studentship, and with the University of Cambridge and your College.

We will use your EDI Data for statistical monitoring only, and will not share it with the recruitment panel or any third parties.

In certain circumstances we may be required to share your Recruitment Data with law enforcement officials or other third parties where we are under a duty to do so in order to comply with any legal or regulatory requirement, or to protect the rights, property, or



safety of our employees or others. Finally, we may need to share your data with our legal advisors to seek advice, or in relation to litigation.

How we store your data and when we delete it

Your Recruitment Data is stored on our secure on-site servers throughout the application process. After the recruitment process is completed, it is retained for our records and then deleted in accordance with our data retention policy.

Your EDI Data is held separately on our secure servers throughout the application process and anonymised as soon as the process is complete.

Your data protection rights

You may have the right to request access, rectification or erasure, amongst other rights, in relation to your personal data.

Any request to exercise one of these rights will be assessed by us on a case by case basis. There may be circumstances in which we are not legally required to comply with a request because of relevant exemptions provided for in applicable data protection legislation. If we are required to comply, we have one month to respond in most cases.

Please contact us at dataprotection@sanger.ac.uk if you wish to make a request.

How to complain

If you have concerns about how we have handled your personal data, you should get in contact with us at dataprotection@sanger.ac.uk in the first instance. If you are dissatisfied with our response, you have the right to complain to your Data Protection Authority. In the UK, that is the Information Commissioner's Office (ICO).

The ICO's contact details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

<https://ico.org.uk/make-a-complaint/>

Thank you again for your interest in applying to the Wellcome Sanger Institute.