

Funding Finder Privacy Notice

The Data Lab is committed to preserving your privacy. This notice sets out how The Data Lab (“we”, “our” and “us”) uses personal information that we collect from you when you use the Funding Finder.

As a Scottish Innovation Centre, The Data Lab is administered and hosted by the University of Edinburgh meaning that we are the same legal entity. The University of Edinburgh is a registered charity with registration number SC005336.

For the purpose of the General Data Protection Regulation, the data controller is the University of Edinburgh with offices at Old College, South Bridge, Edinburgh, EH8 9YL, Information Commissioner’s Office Registration Number Z6426984.

This privacy notice applies to any registered or registering users of the Funding Finder.

Please note The Data Lab offers other services which are provided under different privacy notices. For example, if you use our website www.thedatalab.com or attend an event hosted by The Data Lab, the relevant privacy policy is - <https://www.thedatalab.com/privacy-policy>.

The Data Lab uses a solution called Xpand Access run by Xpand Group Ltd to provide the platform for the Funding Finder. Xpand Group Ltd will process personal data strictly for the purposes of operating the platform. The Data Lab has a contract in place with Xpand Group Ltd to ensure they are obliged to protect your personal information.

Information About You

We may collect the following information from you:

INFORMATION COLLECTED	REASONS FOR COLLECTING IT	LEGAL BASIS
Contact Information: Name, email address	We collect this information so that we can provide you with access to the Funding Finder and inform you of any updates, changes or other important information in relation to your use of the Funding Finder. If you opt in to our news emails we will use your email address to provide you with updates relevant	Contract – we collect this information in order to fulfil our agreement with you to provide access to the Funding Finder. Consent – We only send you these emails where you have

INFORMATION COLLECTED	REASONS FOR COLLECTING IT	LEGAL BASIS
Job Information: Your job title and details of the organisation you work for	We collect this information to monitor how the Funding Finder is being used and to ensure the opportunities it provides are relevant and that it is being marketed to the correct audience.	Legitimate Interests – our legitimate interests being that we want to ensure we are providing a useful service and continually improve this

Linking to Other Websites

The Funding Finder may link to other websites. Please be aware that we do not have any control over third party websites and that such third party websites may send their own cookies to users, or otherwise collect data or solicit personal information.

We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such third party websites and so these are not governed by this privacy policy. We encourage you to review each third party website’s privacy policy before browsing and interacting with the website in question.

Retention of Your Information

We retain the personal data you provide while your account is in existence or as needed to provide you services. We will retain your information and keep your profile open until you or we decide to close your account. We generally delete closed account information within 30 days of account closure, except as noted below.

We retain your personal data even after you have closed your account if reasonably necessary to comply with our legal obligations, meet regulatory requirements, resolve disputes, maintain security, prevent fraud and abuse, enforce our acceptable use policy and terms of use, or fulfil your request to opt out from further messages from us from the Funding Finder. As a Scottish Innovation Centre, we may have to comply with retention periods stipulated by our funders.

Disclosure of Your Information

We will never sell or trade your personal information to others.

We use third party service providers and suppliers to deliver certain services. We put contractual arrangements in place with these third parties to ensure they are obliged to protect your personal information.

We only share your personal information where it is reasonably necessary to properly administer our business and/or to comply with law / regulations.

As noted above, Xpand Group Ltd operate the platform

The following third parties may have access to your personal information:

- Software providers – where necessary for providing the Funding Finder – this includes Amazon Web Services.
- Regulators, government departments, law enforcement authorities, tax authorities, accountants, insurance companies, professional advisers, dispute resolution bodies or the courts – where necessary to comply with law or enforce or rights; and
- Scottish Funding Council, Scottish Government, Scottish Enterprise and/or Highlands and Islands Enterprise – as a Scottish Innovation Centre we have certain reporting duties to our funders.
- Consultants – we use third party consultants where we require specialist assistance to deliver our services and where these are required on a short term or ad hoc basis, this includes specialist training providers, marketing / technology specialists and recruitment specialists.

Some of these entities may also be data controllers but please contact us in the first instance if you have any questions.

At the end of our agreement with Xpand Group Ltd and the closing of the Funding Finder, Xpand Group Ltd may contact you to ask if you wish to join the Xpand Access programme. If you agree to join the Xpand Access programme, please note this is not affiliated with The Data Lab and we shall have no involvement with this.

Location of Your Information

The information we collect from you may be stored inside the UK, the European Economic Area (“EEA”) or outside the EEA.

If you live or work outside of the EEA, we may need to transfer your personal information outside of the EEA to correspond with you. Where this applies, we will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this privacy notice.

We may transfer personal information outside the EEA where our service providers host, process, or store personal information outside the EEA. Where this is the case we use contractual arrangements and safeguards to protect this personal information, these safeguards include:

- The country to which the personal information will be transferred has been deemed to provide an adequate level of protection for personal information by the European Commission.
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal information the same protection it has in Europe.

If you would like more detail on this, please contact us.

Security

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted online or through the Funding Finder. Any transmission is at your own risk. Once we have

received your information, we use strict procedures and security features to try to prevent unauthorised access.

Continuation of the Privacy Notice

Please find the second part of our Privacy Notice here: <https://www.ed.ac.uk/data-protection/notice>. This is the generic part of every University of Edinburgh privacy notice.

Contact Details

Please help us keep our records updated by informing us of any changes to your e-mail address and other contact details.

If you have any questions about this privacy policy, including if you wish to exercise any of your rights, please contact us at info@thedatalab.com with the subject line "privacy policy".

Our Data Protection Officer is contactable by email at dpo@ed.ac.uk.