

## **Terms and Conditions**

**Please ensure that you read and understand all of the following terms and conditions.**

Applicants must be eligible to apply as set out in the eligibility criteria above. It is the responsibility of the applicant to ensure that the information they provide is true and correct.

In the event it is discovered an application contains incorrect or fraudulent information, Manchester Metropolitan University may withdraw an application at its discretion.

It is the responsibility of all applicants to inform Manchester Metropolitan University of any change in circumstances that might affect their application.

Manchester Metropolitan University will hold and process applicant data in accordance with the relevant Data Protection legislation, including but not limited to the Data Protection Act 2018 and the General Data Protection Regulation (see the Privacy Notice below for further information).

Applications close on the **28 June 2021**.

## **Privacy notice for Holden Gallery Graduate Awards**

This Privacy Notice explains who we are, how and why we collect and use personal information about you, what personal data is collected and held about you for the Holden Gallery Graduate Award, our purposes and lawful bases for processing, who we share your personal data with, relevant retention periods, and how you can exercise your privacy rights.

Please read these notices to understand our practices and if you have any questions please contact us.

### **Who we are**

Throughout this notice, “University”, “we”, “our” and “us” refer to the Manchester Metropolitan University, an exempt charity under Schedule 2 to the Charities Act 1993 (amended by the Charities Act 2011). The University is the Data Controller in respect of the personal data you provide as part of your application to the Holden Gallery Graduate Awards.

The University is registered as a Controller with the Information Commissioner’s Office (ICO). We manage personal data in accordance with the General Data Protection Regulation (GDPR) and the University’s Data Protection Policy.

### **The personal data we process**

We collect and process certain data about you. This includes:

- Your first and last name
- The programme you studied on
- The year you graduated
- Your email address

### **The purposes of processing**

To assess applications to the Holden Gallery Graduate Awards and select appropriate candidates.

The Award organiser Zoe Watson will forward applications to the selection panel who are Manchester Metropolitan University staff to proceed with selection process. The successful candidates’ applications will be shared with the award mentors.

Our lawful basis for processing your personal data under article 6 of GDPR is Legitimate Interests.

### **Data retention**

Your personal data will only be retained for as long as it is necessary in accordance with the **University's Retention and Disposal Schedule**.

In relation to the personal data we hold for the purposes of informing other universities of your application, we will retain your personal data until the fellowship is awarded.

If your application is unsuccessful, we will retain your personal data for a period of 1 year from completion of the selection process.

### **Your rights in respect of the processing**

The GDPR provides data subjects with the following data subject rights:

- The right to be informed – this privacy notice assists with fulfilling these obligations.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing
- The right to data portability
- The right to object

Please note, that these rights apply in certain circumstances, for example according to the lawful basis utilised by the University. The right of access to personal information held about you exists in order to be aware of, and verify, the lawfulness of the processing. Please use the contact information below to exercise these rights.

### **Contacting us**

For questions or concerns about this Privacy Notice, or our use of your personal information, please contact Zoe Watson ([z.watson@mmu.ac.uk](mailto:z.watson@mmu.ac.uk)) in the first instance.

Our Data Protection Officer can also be contacted using [dataprotection@mmu.ac.uk](mailto:dataprotection@mmu.ac.uk), by calling 0161 247 3884 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH.

### **Right to lodge a complaint with the supervisory authority**

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) as the supervisory authority in respect of the processing of your personal data. We would encourage you to expend our internal complaints procedure through our initial contact and the University Data Protection Officer, prior to contacting the ICO. Please contact: [casework@ico.org.uk](mailto:casework@ico.org.uk) or telephone: 0303 123 1113. For any further contact information please see: <https://ico.org.uk/global/contact-us/>.

### **Updates to this privacy notice**

We may update this privacy notice from time to time in response to changing legal, technical or business developments. When we update our privacy notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make.