

Data privacy and confidentiality in GACD research funding and management processes

GACD is committed to protecting your personal information.

This statement explains how we collect, store, and use personal information from grant applicants, grant holders, grant participants (e.g. coinvestigator, sponsor, supervisor, collaborator), staff employed through grants and external reviewers and advisors (e.g. peer reviewers and committee members) for the purpose of awarding and managing grants and monitoring, evaluating, researching and learning about what our outcomes and impact.

It also sets out the legal basis on which we do this.

GACD is the working name for GACD Action, a Charitable Incorporated Organisation registered by the Charity Commission for England and Wales (Charity no. 1174867) whose registered office is 215 Euston Road, London NW1 2BE.

GACD is the “data controller” of your personal information. This means that we are responsible for deciding how we hold and use personal information about you.

Further information on data protection law can be found here: <https://ico.org.uk/for-the-public>

The GACD staff team is based in London and coordinate and support a joint research funding application submission and assessment process on behalf of its [Associate Members](#) who are international funding agencies, as well as other external funders who may participate in funding calls on an *ad hoc* basis.

Where personal information is shared outside of the UK, (as necessary in our joint funding call application submission and assessment process) we make sure we put in place suitable safeguards to ensure confidentiality and compliance with UK data protection legislation, such as:

- technical measures
- contractual agreements
- data sharing agreements.

Notice for applicants to GACD funding calls and current and former GACD-funded project teams GACD may collect and process your personal information for the following reasons, using public task and legitimate interests as a lawful basis, to:

- manage funding applications and awards
- alert you to funding opportunities
- operate the peer review process
- undertake portfolio analysis and support the evaluation of our strategy and the effectiveness of our programmes (this may include monitoring of equality, diversity and inclusion)
- undertake research outcomes collection, monitoring and evaluation
- ensure research integrity and fraud prevention and detection

- manage access to research services, data and facilities
- facilitate participation in the GACD Research Network scientific and networking activities

We may share personal information with third parties for the reasons identified above in this Privacy Notice.

Notice for members of the GACD Joint Peer Review Panel

We may collect and process your personal information to manage good practice and equitable and effective funding processes.

We collect and process personal information so you can participate as a peer reviewer for our joint research funding calls, and which may also be used to evaluate our peer review process and report participation statistics. Some personal data may also be collected to support your participation at meetings and workshops (*e.g.*, this may include information on dietary or accessibility requirements).

GACD does not share with applicants the names of the reviewers assigned to evaluate their applications. GACD does not make public the names of the reviewers who serve on its joint peer review committee.

Some funding agencies participating in GACD funding calls (US National Institutes of Health, European Commission) operate an independent, parallel review process. This privacy notice does not apply to these reviewers.

Applicants for GACD Research Grants

GACD will collect, process and dispose of information and personal data submitted through its Grant Joint Submission Portal, or that is shared with us by funding bodies that use a separate application portal, in accordance with the UK's current data protection legislation. This data is collected to support the peer review process and inform funding decisions, for the management of awards and to evaluate the impact and effectiveness of funding programmes.

Grant Joint Submission Portal

GACD joint research call* grant applications are submitted and temporarily held on a secure system managed and treated confidentially by a third party processor through a contractual arrangement.

We require all third parties to respect the security of your personal information and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

GACD use the information provided for following purposes:

- the registration and submission of grant applications
- the operation of application processing and management
- the peer review of grant proposals, including use of expert international reviewers, and the preparation of material for use by the reviewers and peer review panels (*external reviewers and advisors (e.g. peer reviewers and committee members) may be based at academic institutes or in the private sector, for the purpose of reviewing your application and making funding recommendations.*)

- the sharing of grant proposal information on a strictly confidential basis with other funding organisations participating in the joint call
- the management and assessment of grant awards statistical analysis in relation to the evaluation of research and impact, and the study of trends, such as, the evaluation of equality, diversity and inclusion policy, and strategy studies
- the assessment of policy and strategy

Confidentiality

GACD grant application, peer review and award management mechanisms are confidential to protect information contained within grant applications and to allow the free and frank exchange of views. Peer Reviewers and the Peer Review Panel confirm compliance with a deed of confidentiality.

GACD undertakes to keep confidential all information in relation to grant applications, such as:

- name of the host research organisation
- details of applicants (title, forenames, initials, surname, ORCID identifier, research organisation and department)
- name(s) of project partner organisations
- project title
- technical and non-technical elements of the grant proposal, including all details of the science project and training programmes
- peer review information.

Confidential information is not released other than as required for operational purposes and within the peer review process, unless there is an overriding public interest. This obligation of confidentiality will not apply in the following circumstances, such as:

- where an application is approved and funded, the section below on publication will apply
- when disclosure is required by law

GACD may hold information relating to groups such as students, supervisors, project partners, investigators, named researchers and support staff.

Where calls are jointly funded by our Associate Member funding agencies and other Funding Partners, information contained within the grant proposal may be shared, on a strictly confidential basis, amongst the funding partners, to maximise opportunities for support. This would include (but is not restricted to) information relating to the registration, peer review, management of awards and evaluation, and will involve sharing with funding partners internationally.

During or after completion of the award, GACD will contact award holders and others involved in the awarded projects to facilitate the networking and global engagement as part of the objectives of the GACD.

Publication of Information

GACD will make publicly available information on the **awards funded** and such may include:

- the name of the lead Research Organisation and department
- the names of Principal Investigators, Co-Investigators and Researchers, their departments and Research Organisations
- the names of any project partner organisations and supervisors
- the project title, a description of the research, technical and non-technical summary / abstract and impact summaries
- award dates and duration of the award (including any supplementary awards)
- outcomes and publications resulting from awards.

**A note for applicants to EU Commission and National Institutes of Health GACD grants*

Please note that some GACD Associate Members, namely the European Commission and U.S. National Institutes of Health (NIH), accept applications as part of the GACD funding calls but currently manage the review and awards process internally and do not participate in the joint GACD application portal or peer review process. The current GACD statement on data protection during the application and review process thus does not apply to these applications. Applicants should instead contact the relevant funding agency to obtain their data protection policies.

EU Commission and NIH share personal data of awarded project teams with the GACD to facilitate their inclusion in the GACD Research Network and GACD's monitoring and evaluation processes. All post-award privacy considerations outlined in the current statement apply to these awarded project teams.