

## US-UK Fulbright Commission Data Privacy Notice

The US-UK Fulbright Commission is committed to being transparent about how it collects and processes personal data, and to meeting its data protection obligations in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 ('GDPR'). This document outlines how we will process information about you.

### Purpose of processing

The US-UK Fulbright Commission collects, stores and processes your personal data, including sensitive categories of personal data, that you voluntarily provide to us when you apply for a Fulbright Award.

**Personal data** includes your biographical details, contact information, employer and education information, and details of your intended grant.

**Sensitive categories of personal data** include your passport, financial information, and equal opportunities monitoring data including gender, age, ethnicity, sexual orientation, religion, and past felony/misdemeanour charges.

**Equal Opportunities data** includes information you provided in your application regarding your gender, age, ethnicity, sexual orientation, religion and past felony/misdemeanour charges.

All data is stored securely on our systems and is processed in accordance with the UK General Data Protection Regulation (GDPR).

### Use of information

We will use your personal data contained in your application to consider, review and possibly award you a Fulbright Award (the 'selection process').

We will use the contact information you provided in your application to contact you regarding the selection process and about your application.

### Retention

If your application is successful and you are offered a Fulbright award, you will become a grantee and eventually an alumnus of the Fulbright programme. Your personal data, including your application, will be stored in our systems for the purposes of facilitating your grant and managing the alumni relationship. You will receive a further privacy notice at that time.

If your application is unsuccessful, your application data including your personal data and equal opportunities monitoring data will be anonymized, and the anonymous data will be stored for statistical purposes only. Other sensitive personal data will be deleted.

### Sharing information

For the purposes of the selection process, we will need to share your data with members of the Fulbright selection committees as appointed by the Fulbright Commission, and one or more of the following organisation(s): Institute of International Education (IIE), UK Visas and Immigration (UKVI) or other British Government authority, U.S. State Department, Bureau of Education and Cultural Affairs (ECA), Fulbright Foreign Scholarship Board (FFSB), U.S. Embassy and Consulates, your potential host university, Fulbright sponsoring partners (if applicable to your grant).

Equal opportunities monitoring data is not shared during the selection process.

### **Legal basis for processing information about you**

We must have a recognised lawful basis for processing your personal data. We process your personal data mainly as part of our legitimate business interests. However, depending on the personal data we are collecting, we may process your data under one or more of these other legal reasons:

- When we have to comply with the law or have a legal duty or obligation
- When we have your consent to use your information, including sensitive categories of personal data
- To fulfil a contractual obligation

### **Your Rights**

Under the General Data Protection Regulation, you have the right to request the data held by us, to rectify this data if you see there is an error, to request erasure and to request data portability.

If you have any concerns about the processing or use of your data, would like a copy of the data we are holding or want to request that we erase your data, please contact the Fulbright Commission Data Protection Officer by email at [dpo@fulbright.org.uk](mailto:dpo@fulbright.org.uk).

If you have any complaints about the way your data has been handled, you may contact Fulbright Commission Data Protection Officer and, if still unsatisfied, you can contact the Information Commissioner's Office (ICO) on 0303 123 1113.