

## **Privacy Notice for Ruth Strauss Foundation non-smoking lung cancer grants programme**

### **Data collected when enquiring about a possible grant:**

When contacting the Ruth Strauss Foundation (RSF) regarding a funding request, you may need to provide us with certain information:

- First name, last name, title.
- Job title.
- Affiliated organisation/employing organisation/where the project will be hosted.
- Contact details such as Email address and telephone number.
- Details of proposal/your idea.

We gather this data at the time of enquiry on the premise that it serves the legitimate interests of the Ruth Strauss Foundation as a grant-making entity and allows us to

- assess your eligibility for our funding schemes.
- assess the suitability of your project for our funding schemes.
- correspond with you in connection with your enquiry.

### **Data collected when making an application:**

When submitting a grant application, we will request specific information from you as either the lead or co-applicant through our application forms:

- First name, last name, title.
- Contact details such as Email address or telephone number.
- Employing organisation and job title.
- First and last name, email address, title, employing organisation and job title of any co-applicants and the research team supporting the delivery of the research/project.
- Details of your research/project.
- Budget which will include salary details where these are applied for as a contribution.
- Name of two written expert reviewers.

When you apply, you may give us personal information about other people such as co-applicants, your research/project delivery team members, and the names and contact information of two expert writer reviewers.

During the application process between submission and decision, you may provide us with updates/additional information or further information may be requested by RSF to process your application. We will do this via email or conversations over the telephone or video meetings on MS Teams or Zoom, these will be agreed upon with you.

RSF will share the following with the **Expert Written Reviewer**:

- The name of the Lead Applicant.
- Host organisation.
- Research/project title.
- Project proposal (section two of the application).
- Total amount requested from RSF.

With the RSF **Grants Allocation Committee**, we will share your full application. Along with the score and comments from the Expert Written Reviewer. Please see the Terms of Reference for the Grants Allocation Committee which includes their commitment to the five principles of peer review from the Association of Medical Research Charities and has clear requirements on conflict of interest and confidentiality of applications.

It is possible that we will share your application with the RSF Board of Trustees, who are responsible for approving funding for the grants program. Additionally, we may share your application with potential donors who are interested in supporting the RSF non-smoking lung cancer grants program, with the goal of aiding the charity in its fundraising efforts.

We gather this information on the legal basis that RSF's legitimate interests as a grant-making organisation to:

- Assess your application for funding, including review and scoring against the criteria by expert written reviewers and RSF's Grants Allocation Committee.
- Award funding for successful applications.
- Correspond with you about your application and the decision of the Grants Allocation Committee.
- Monitor our funding process and programme.

**Data collected and shared for grant applications that are successful:**

In addition to the above, when you are awarded a grant from RSF we will need **personal data related to others** including:

- a finance manager who can help us allocate the grant within your host organisation.
- details of a person who is authorised to sign the terms and conditions between RSF and the research/project team who may be a person other than the Lead Applicant.
- details and decisions of your ethics approval (where required for your research/project) and,
- the details of the research/project delivery team if they change during the lifetime of your grant.
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We will publish a lay summary of your grant application and will at this stage request a photograph of the lead and any co-applicants that we can publish on the charity's website to show the grants we have awarded. We will ask for your consent at this stage to ensure you are happy with the publication of your lay summary and photograph on the RSF website. We will also request a report part way through your research/project and then one at the end of the award.

We collect this information on the legal basis that it is in RSF's legitimate interests as a grant-making organisation to:

- manage your grant, including corresponding with you about the grant.
- monitor the progress and outputs of your grant.
- maintain a record of the Charity's grant-making activities.
- contact you about the possibility of communicating about the grant or its outcomes for marketing and/or fundraising purposes.

**Data collection about peer reviewers:**

The practice of asking applicants to suggest potential reviewers is a standard procedure in grant applications and academic publishing. As part of the academic community, many individuals understand and accept that being named as potential reviewers is a common aspect of their professional responsibilities. This approach ensures that the review process is well-informed and impartial, contributing to the quality of the decision-making process.

Expert Written Reviewers are experts in the field in which the research/project is being submitted by an applicant. The Applicant is asked to suggest up to two names who could provide a written review of the application using RSF's scoring criteria. The scoring and review will be used to make a decision by the Grants Allocation Committee. Not all applications will be sent for a written review, either because the amount requested is not felt to need an external review or because RSF's Grants Allocation Committee has the expertise.

We may contact an Expert Written Reviewer known to RSF to provide the review if the Applicants cannot suggest two names, or if both names suggested are unable to provide the review.

We will collect the following details about Expert Written Reviewers:

- first name, last name, title.
- job title.
- affiliated organisation/employing organisation.
- Email address.
- area of expertise.

We collect this information on the legal basis that it is RSF's legitimate interests as a grant-making organisation to:

- determine your suitability as a reviewer.
- contact you to invite you to participate as an Expert Written Reviewer.
- share the application details to allow you to review and score the application as per RSF's criteria.
- receive back from you the details of your review which we will share with our Grants Allocation Committee and also feedback to our applicants anonymously.
- correspond with you about the review.

We will share your review with the Grants Allocation Committee to inform their decision-making. We may also share your review with our Board, donors or potential donors, for the purpose of demonstrating the quality of our review processes.

We understand that disclosing the names of potential expert reviewers might introduce bias or compromise the integrity of the review process. Therefore, as best practice, we will inform reviewers if their name has been suggested by an applicant, but not who the applicant was. This approach is aimed at maintaining the fairness and impartiality of the review process.

**How we store your information:**

We will store your application on our SharePoint system. We will share your Application with our Grants Allocation Committee and with the Expert Written Reviewers via email. We use Microsoft 365 and have multifactor authentication.

If the Expert Written Reviewer is based outside the UK, we will share your application details with them, we only do this where necessary for the purpose of assessing your grant application. We take steps to ensure that appropriate safeguards are in place to protect your data during international transfers.

We will retain your data for 7 years, as this will allow us to monitor our grants programme. This retention period aligns with our commitment to transparency and accountability.

### **Your rights**

The Ruth Strauss Foundation would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request the Ruth Strauss Foundation for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that the Ruth Strauss Foundation correct any information you believe is inaccurate. You also have the right to request Our Company to complete information you believe is incomplete.

**The right to erasure** — You have the right to request that the Ruth Strauss Foundation erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that the Ruth Strauss Foundation restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to the Ruth Strauss Foundation’s processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that the Ruth Strauss Foundation transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

**Email us at: [dpo@ruthstraussfoundation.com](mailto:dpo@ruthstraussfoundation.com)**

For a comprehensive understanding of how the Ruth Strauss Foundation handles your personal data and respects your privacy, we encourage you to review our Privacy Policy available on our website <https://ruthstraussfoundation.com/privacy-policy/>