Privacy Statement

This “Privacy Statement” (referred to as the Statement) should be read in conjunction with the ccGT Terms and Conditions document.

The processing of your information is carried out by or on behalf of Breast Cancer Care and Breast Cancer Now, a charitable company limited by guarantee in England and Wales (Company No. 9347608) and registered as a charity in England and Wales (No. 1160558), Scotland (No. SC045584) and the Isle of Man (No. 1200). Our registered office is at Fifth Floor, Ibex House, 42-47 Minories, London EC3N 1DY.

From time to time, Breast Cancer Care and Breast Cancer Now may also process your information using one of its subsidiaries: Breast Cancer Care, a registered charity and company limited by guarantee, or one of the commercial subsidiaries, BCN Trading Limited and BCN Research Limited, which are both private companies limited by shares (all are collectively referred to in this policy as Breast Cancer Care and Breast Cancer Now).

The Statement explains what information we collect through its online Grants Management System (GMS); how it uses the information you give to us, and the ways in which we protect your privacy. It applies to all information collected from the point of registration for our GMS for applications to, and management of all grant types. It also applies to any information we receive in relation to applications for, and management of grants from other sources – for example, a grant application made by email, or a publication made by an applicant. The GMS is hosted by ccTechnology on behalf of Breast Cancer Care and Breast Cancer Now. If you provide information to us other than in relation to a grant, then please refer to our main Privacy Policy.

All applications, whether made through the Grant Tracker console or submitted by another method will have a record created in the GMS on behalf of the applicant.

Information we collect and process through our Grants Management System and external sources

We may collect and process several types of information from applicants, co-applicants, collaborators, reviewers and relevant staff at applicants’ institutions including:

- Name
- Contact details
- CV including education/training, career history, nationality
- Details of applicants’ research proposals including whether the research uses animals
- ORCiD ID (Open Researcher and Contributor ID is a nonproprietary alphanumeric code to uniquely identify scientific and other academic authors and contributors)
- Information relating to career breaks
- Letters of support
- Publications and patents information, as well as citations of these outputs collected from external databases e.g. Europe PMC.
• Statements of grant expenditure (SoGE) to monitor grant expenditure, which contain staff salary details
• Grant invoices
• Progress reports which may contain information about the grant holder or participant(s) on a grant, as well as details of the progress and outputs of the grant.
• Information relating to post-award grant issues such as requests for financial supplements or extensions due to unforeseen circumstances, parental leave, sick leave or other such circumstances.
• Details of peer reviewers’ and committee members’ assessments of grant applications and progress reports

We may be given this information by grant applicants or independent reviewers. We may also find this information through industry guides, institution websites and publicly available databases such as ResearchGate, PubMed Central and Europe PMC.

How your information will be used
We will only use your information where we have a legal basis to do so and will always respect your rights.

We will use your information because we consider we have a legitimate interest to ensure that we manage our research grants to achieve our charitable purposes in a way that is appropriate, effective and efficient, and that we can demonstrate the validity of our research funding. We will use your information in the following ways to achieve this:

• to process applications and administer grants
• to identify peer reviewers for grant applications
• to notify users about funding opportunities by email
• to notify relevant users about application deadlines by email
• to notify users of any issues of service interruptions, holiday closures and other situations affecting the operation of GMS.
• to monitor the fairness of and trends in application decisions
• to evaluate our research portfolio and monitor progress against our organisational strategy
• to communicate the impact of our research and funding to our supporters, partners and the general public via traditional and digital media channels. Our Research Communications and/or PR teams will seek the approval from the grant holder prior to undertaking any media work, as well as to review any press materials.
• to identify opportunities for grant holders to represent expert voice in the media on research developments and key issues affecting breast cancer patients
• to create promotional material which showcases our research portfolio. This may be made available online or disclosed to potential donors through our fundraising campaigns
• to update our supporters, donors and partner organisations on the impact of our work through our annual reports and impact reports
• to invite users to attend relevant events and conferences and to notify users of personal development opportunities
• to monitor grant budgets
• to monitor intellectual property arising from the research projects  
• for financial audits  
• to provide information about our policy and campaigns work and key findings in breast cancer research, including through our eNewsletters  
• for sector-wide statistical analysis  
• to publish details of successful grants on our website. This will not include any confidential information, but is likely to include the name of the lead researcher(s), the awarded institution, the project title, the grant value, scientific abstract and a lay summary of the grant. Our Research Communications team will seek approval from the grant holder prior to publicising this information on our website to ensure the information is accurate.

In some cases, we will need to process your information to fulfil our contractual obligation to provide funding to you or because we have a legal obligation – for example, in exceptionally rare circumstances, as part of an on-going investigation, we may be required to share user information if required to do so under a court order, or if requested by the police or other regulatory or governmental authority.

Data maintenance
Users of the GMS are responsible for maintaining their own personal data, including contact details, as being up-to-date. In some instances, in order for us to carry out core business, contact records may be amended by our staff if they have not been updated by the user. This may include core information such as name (e.g. marital name change), title (e.g. Dr to Professor), email address and host institution address details. We may find this information through industry guides, institution websites and publicly available databases such as ResearchGate, PubMed Central and Europe PMC. Please note that we will not amend personal information provided in applicant’s CV’s as provided in grant applications. This can only be amended by the account holder.

Data Retention
We are committed to retaining a true and accurate record of the research it funds for archival and business purposes. Certain information related to funded grants will be archived for the lifetime of the charity due to the public interest in monitoring the long-term outputs, and impact, as well as ensuring the long-term accountability of the research we fund. We will only store data that is necessary for a specific purpose, and we will not store your data for longer than is necessary for the purpose for which it was collected, unless we are legally obligated to do so by contract or other legal requirement as a public body.

Sharing your information with other organisations

We are a member of various organisations, including but not limited to the National Cancer Research Institute (NCRI), the Association of Medical Research Charities (AMRC) and Europe PMC. As a member of these organisations, we are required to share information relating to our research portfolio which in turn may be shared on external websites such as the NCRI Cancer Research Database and Europe PMC. Before a grant is activated, we will seek permission from the grant holder regarding the information that can we can share. Grant holders will be given the opportunity to provide a revised, publishable grant title and abstract to protect any confidential information.

In instances where we are co-funding your grant with another funder, information may be
shared with them. This will include details of the full grant application, progress reports and finance statements. Grant holders will be informed at the award stage if their grant is being co-funded and what information may be shared with the co-funder.

Information relating to our research portfolio may also be shared with third parties acting on our behalf for the purpose of independent audit.

**Queries and complaints**

Further information can also be found in our [Privacy Policy](#). We are committed to working with you to obtain a fair and rapid resolution of any complaints or disputes relating to privacy matters. Please send us your questions and comments regarding our privacy practices to:

**Email:** grants_admin@breastcancernow.org and mark your email for the attention of Head of Research Funding.

**Address:**

Head of Research Funding  
Fifth Floor  
Ibex House  
42-47 Minories  
London, EC3N 1DY

You also have the right to lodge a complaint about any use of your information with the [Information Commissioners Office](#) the UK data protection regulator.

**Your rights**

Under the Data Protection Act 2018 you have the following rights:

- **Information Right** – the right to receive the information contained in this policy and our data collection forms about the way we process your personal data.
- **Personal Data Access Right** – the right to know that we are processing your personal data and, in most circumstances, to have a copy of the personal data of yours that we hold. You can also ask for certain other details such as what purpose we process your data for and how long we hold it.
- **Personal Data Correction Right** – You have the right to request that we correct inaccurate data or complete incomplete data that we hold on you.
- **Personal Data Erasure Right** – Known as the Right to be forgotten. In certain circumstances you may request that we erase your personal data held by us.
- **Personal Data Restriction Right** – You have the right to restrict the way we process your personal data in certain circumstances, for example if: you contest the accuracy of the data, if our processing is unlawful, to pursue legal claims, where we are relying on legitimate interests to process data.
- **Data Processing Objection Right** – You have the right to object to us processing your data for (i) direct marketing purposes (ii) scientific or historical research or
statistical purposes and (iii) purposes of profiling related to direct marketing or based on our legitimate interests or on the performance of a task in the public interest

- Data Portability Right – you have the right to receive a copy of certain personal data or to have it transferred to another organisation in some circumstances

**Right to Withdraw Consent at any time**
Where we use your personal information based on your prior consent, such information about your health, or where you have given us permission to send you marketing communications by email, mobile messaging and by direct message on social media, you can withdraw your consent at any time by contacting us.

**Information transferred outside the EEA**
Sometimes organisations who work on our behalf may manage information outside the EEA. In those circumstances, we will make sure that we have a valid reason for doing so under current data protection legislation.

**Changes to this Statement**
If this Statement changes in any significant way, we will place an updated version on our website. Where appropriate, we will provide you with notice of any significant changes to how we use your information.

This policy was last updated on 01 April 2019