

## LANGHAM PARTNERSHIP SCHOLARS' PROGRAMME DATA PROTECTION OPERATIONAL GUIDANCE

This operational guidance as appended to the Langham Partnership Data Protection Policy applies to the Langham Partnership Scholars' Programme. This operational guidance describes how the Langham Partnership Scholars' Programme (hereafter called the "Scholars' Programme") collects and uses personal information. It also provides information on the choices available to you regarding the use of, your access to, and how to update, correct, and have your personal information deleted.

The Scholars' Programme recognises the importance of the privacy of individuals, and the responsibility it has regarding the management of personal information, and is committed to complying with Data Protection laws, regulations, best practices and the rights of individuals within these. Langham Partnership is also committed to complying with the principles of the General Data Protection Regulations and has developed a set of standards it follows as included below. It is recognised that this relates to all personal data, whether held on paper, on computer or any other media type.

### Standards

1. All data & information are **processed lawfully**, fairly and in a transparent manner in relation to individuals and in accordance with any specific local legal or compliance requirements;
2. All data and information are only collected for specified, explicit and **legitimate purposes** and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. That data and information are **adequate, relevant and limited to what is necessary** in relation to the purposes for which they are processed;
4. All data and information are **accurate and**, where necessary, **kept up to date**; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay, and that processing is in line with the rights of the data subjects.
5. All data and information are kept in a form which permits the identification of data subjects **for no longer than is necessary** for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to the implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
6. All data and information are processed in a manner that ensures **appropriate security** of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational.

The following outlines the information gathering and dissemination practices within the Scholars' Programme.

### **Information We Receive and How It Is Used**

The Scholars' Programme holds and processes personal data about individuals for the purpose of general administration and communication.

During the application process, Applicants will be asked to provide personal and academic details that are relevant to the scholarship application, their ongoing studies and career development. Applicants may update personal information by logging into the online Applicant Portal during this process.

As a Langham Scholar or Graduate, the personal and academic information collected will continue to relate to their PhD studies and their career development,

The Scholars' Programme encourages Applicants, Scholars and Graduates to provide all fields of information to maximise the effectiveness of the programme.

Langham Scholars and Graduates may update personal information at any time by logging into the online Scholar Portal and entering the account name and password associated with their profile. To protect the security and integrity of their personal information, all new profile identities will be verified before access is provided. It is the responsibility of the Scholar or Graduate to make all necessary changes in their profile and to ensure their profiles are updated regularly. In cases where the Scholar or Graduate has not updated their own personal information, Scholars' Programme staff may update the information, as needed.

Langham Scholars and Graduates should be aware that other data will be requested at times for specific purposes e.g. financial information for scholarship payments or reimbursements, passport details for flights to be booked, etc. At other times, general information may be requested to assist in the ongoing scholar care provided.

The Scholars' Programme is committed to safeguarding users' privacy on the Langham Partnership website. Standards and procedures are followed to protect the personal information submitted, both during transmission and once it is received. There are also security measures in place to protect against the loss, misuse and alteration of all user information under Langham Partnership's control.

### **Information Sharing & Email Preferences**

The Scholars' Programme understands the importance of protecting personally identifiable information. We will not share, sell, rent or otherwise transfer any information without the user's permission, and then, only in accordance with the terms set forth in this operational guidance. We reserve the right to utilize aggregated demographic data and related profile information with our marketing and other associated teams to further the programmes within Langham Partnership.

The Scholars' Programme may periodically use the contact information in order to send emails regarding updates within Langham Partnership.

All staff members involved with the Scholars' Programme have been trained on the safe transmission of sensitive data and appropriate technology is provided for them to use for encryption purposes if required.

### **Collection of Passive Information**

As is true of most websites, certain information is gathered automatically. This information may include Internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and/or clickstream data.

We use cookies or similar technologies to analyse trends, administer the Langham Partnership website, track users' movements around the website, and gather demographic information about our user base as a whole. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on this website or service.

We may share statistical and demographic information about our website's visitors with our marketing partners. This information is only provided in an aggregate format; meaning that the information is about our website's visitors as a group and not about individually-identifiable visitors.

## **Social Media Features**

The Langham Partnership website includes social media features, such as Facebook and Twitter buttons. These features may collect your IP address, and page visitation on the site, and may set a cookie to enable the feature to function properly. Social media features are either hosted by a third party or hosted directly on the Langham Partnership site. Your interactions with these features are governed by the privacy policy of the company providing them.

## **Notification of Changes**

If we intend to use your personally identifiable information in a manner different from that stated at the time of collection, you will be notified by email prior to the effective change and you may decide whether or not your information may be used in this manner. In addition, if significant changes are made to this operational guidance that do not affect user information already stored in the Langham Partnership database, a prominent notice will be posted on the Langham Partnership website notifying users of this change. In cases when notices of changes are posted, we will also email users who have opted to receive communications from us, notifying them of the changes to our privacy practices.

## **Testimonials**

Testimonials posted on the Langham Partnership website are provided voluntarily and do not contain individually-identifiable information beyond the user's first name, last initial, and photographs. Each Scholar or Graduate is made aware of the purpose of their supplied testimonial. Users are under no obligation to participate, and their consent is obtained prior to posting this information.

## **Deleting Data**

All personal data will be kept in the Langham Partnership system while Applicants are in the application process. All personal data from Applicants who are not accepted as Langham Scholars will continue to be kept for five years to enable these Applicants to re-apply if they choose to do so. After five years, all personal data will be deleted and non-identifying information will be retained for statistical and research purposes only. If you would like your data to be removed from the system before this time, please submit a request via: [scholaradmin@langham.org](mailto:scholaradmin@langham.org)

As a Langham Scholar, all personal data will be kept in the Langham Partnership system while you are in the Scholars' Programme and during your home-country commitment. As long as you have fulfilled the terms of your Langham scholarship, including all financial obligations, and on completion of your home-country commitment, if you would like your data to be removed from the system, please submit a request via: [scholaradmin@langham.org](mailto:scholaradmin@langham.org)

Langham Partnership Scholars' Programme has adopted privacy principles that state our commitment to safeguarding visitor and user privacy when conducting business. Questions regarding this operational guidance, the practices of the Langham Partnership website, or dealings with the Langham Partnership Scholars' Programme should be directed to the following email address: [scholaradmin@langham.org](mailto:scholaradmin@langham.org)