

Privacy and data retention information

The RICS Research Trust is committed to protecting and respecting privacy. This policy explains how we collect personal data how we use it and whom we might share it with. In this document the RICS Research Trust includes all trustees and the RICS staff supporting the work of the Trust.

Who we are

Funded largely by the RICS, the RICS Research Trust is a registered charity for the public benefit, to undertake such exclusively charitable objects or purposes in the United Kingdom or any other part of the world as the Trustees in their absolute discretion think fit. These include the advancement of education through prioritising subjects of current concern - in the built and natural environments or in the theory and practice of surveying.

The RICS Research Trust does this by;

- providing grants, scholarships, awards or prizes to those undertaking research into matters relating to the theory and practice of surveying in the built and natural environments; and,
- raising awareness, promoting research and disseminating results of such research, with a view to preserving, conserving and improving the built and natural environments for the benefit of all.

What data we need

If you are applying to us for funding, we will ask you for the following information about you and your co-applicants:

- Name
- Designation of institution or organisation where the work will be carried out
- Address
- Telephone
- E-mail correspondence
- Academic and professional qualifications
- Previous academic and professional experience including the delivery of research projects
- Previous relevant publications

If you have agreed to be peer reviewers, we will ask you for the following information:

- Name
- Designation of institution
- Telephone
- E-mail correspondence
- Areas of academic interest and expertise

Why we need it

We need this information to assess research proposals and communicate with you as the researcher and, if the proposal is successful, enter into a contract with you and your institution.

We may also use the information for the purposes of internal audit, monitoring of the fairness and of trends in application decisions for statistical purposes.

We will not collect from a person any personal data that we do not need for these purposes.

Who we share any personal information with

We may disclose specific information when required to do so by government bodies, law enforcement bodies and regulatory authorities. Personal information may also be released to external parties in response to legal processes or to enforce or apply our terms of use, or to protect the rights, property or safety of RICS and RICS Research Trust, our employees, agents and others.

Fairness in our decision-making process is important. We ask experts to provide written peer review to help us decide which activities to fund. To get the best quality peer review, these reviews remain confidential. This allows reviewers to comment freely in the knowledge that we'll only show their comments to others directly involved in the decision process.

How long we keep personal information

Proposals are submitted via email and saved onto our computer system. Access is restricted to staff who process or assess the proposals.

A confidential summary of any research proposal received, containing the name of the principal researcher and the title of the proposal, is kept indefinitely in our meeting records for legal reasons.

Unsuccessful research applications

We keep hold of unsuccessful applications for 6 months following the decision of the trustees or, in the case of a complaint or request for information on the decision, for 8 years after the date the complaint has been closed for legal reasons. After this time the electronic documentation is deleted. Hard copies are destroyed via our confidential waste company.

Summary information – the applicant's name, university and the title of the research will be retained indefinitely in meeting papers for legal reasons.

Successful research applications

An electronic copy of your application form and hard and electronic copies of contracts are saved on our contact management database. These are kept indefinitely for legal reasons.

Peer reviewers

Information about our peer reviewers is saved on our contact management database. Once the peer reviewer has advised that they want their contact management database record deleted,

this will be actioned immediately. At this time the contact management database record is deleted from our system and hard copies are destroyed via our confidential waste company.

Summary information – the peer reviewer’s name, university and comments on an application will be retained indefinitely in meeting papers for legal reasons.

Data type/subject	Retention period	Reason
Unsuccessful applications/applicants	Summary information will be retained indefinitely. Full application forms retained for 6 months after the date of the decision. Full application held for 8 years after the date a complaint regarding a decision has been closed.	Legal obligation and best practice to hold meeting minutes, which will contain this information, indefinitely. Legal obligation to hold in case of complaints/legal action.
Successful applications/applicants	Indefinitely	Legal obligation – the application form provides context for the research contract.
Peer reviewers	Summary information will be held indefinitely. Full information is held until the peer reviewer advises they no longer wish to peer review.	Legal obligation to hold meeting minutes, which may include peer reviewer name, university and comments on an application. Retained to conduct the peer review process. Once the peer reviewer has advised that they want their contact management database record deleted, this will be actioned immediately.

How you can access and update your information

If you wish to access data we hold about you, you can submit a request for access to researchtrust@rics.org.

This information may be reviewed from time to time. Any questions about this information or the way we process personal data are directed to the RICS Research Trust – researchtrust@rics.org or alternatively RICS Research Trust, 12 Great George Street, London, SW1P 3AD.