

**Privacy Notice – Bursary Application**

The Data Controller of the information being collected is: The Scottish Association for Marine Science, Scottish Marine Institute, Oban, Argyll, PA37 1QA. Phone: 01631 559000

For any queries or concerns about how your personal data is being processed you can contact the Data Privacy Manager at [DPE@sams.ac.uk](mailto:DPE@sams.ac.uk)

**This privacy statement relates to the following process:**

Application and administration of SAMS bursary applications, and successful applicants payments.

**Your information will be used for the following purposes:**

To communicate effectively in making an internal decision, providing notification and, if successful, payment of your bursary payment.

**Our legal reason for using the data is:**

Use is necessary for us to carrying out our obligations under the Bursary offer, and retain records for audit purposes.

**If you were to withhold the personal information we require for this process, the consequences would be:**

We would be unable to provide the bursary notification.

**Your data will be shared with the following recipients:**

Personal data will be held securely, only accessible to members of SAMS staff who require the information in support of your Bursary application, and if successful payment.

Some personal data such as your name and affiliation may be used on our public media platforms, such as Facebook and website, your name and report will be published in SAMS Annual Report and may be published in our Ocean Explorer magazine. If used this will become a permanent record.

Your data will be retained for successful applications for a period of 6 years, following your second bursary payment, or until the end of the decision process if unsuccessful (although your name will be retained in our application records).

**The following rights are rights of data subjects:**

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

**The following rights apply only in certain circumstances:**

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.**