# University of Glasgow Library Visiting Research Fellows

# Application Form

Find out more:

* [www.gla.ac.uk/library/collections/](https://www.gla.ac.uk/myglasgow/library/collections/)
* [www.gla.ac.uk/library/researchfellows](http://www.gla.ac.uk/library/researchfellows)

Please complete form and submit with a short CV to: [library-asc@glasgow.ac.uk](mailto:library-asc@glasgow.ac.uk)

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Institution** |  | |
| **Research Proposal (500-1,000 words)** Please provide a project outline, explaining the scope of the research and the significance of the University of Glasgow’s collections to this research. | | |
|  | | |
| **Costs** Please provide an indication of the costs associated with your visit(s). | | |
| **Cost type (e.g. travel, accommodation, event etc)** | | **Amount £** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **Public Engagement** Please provide information on any public engagement opportunities that might arise from the proposed research. | | |
|  | | |

# Privacy Notice for Library Visiting Research Fellowships

## Your personal data

The University of Glasgow will be what is known as the ‘Data Controller’ of your personal data in relation to applications to the Library Visiting Research Fellowship scheme. This privacy notice explains how we will process that data.

## Why we need it

We are collecting your personal data (name, email address, institutional affiliation, employment history, CV/resume) in order to assess your application to this scheme. We will only collect data that we need in order to assess Fellowship applications.

## Legal basis for processing your data

We must have a legal basis for processing all personal data; that legal basis is your written consent to the University. You can withdraw your consent at any time and your application will be removed from the process and data your deleted. To request this, contact Information [library-asc@glasgow.ac.uk](mailto:library-asc@glasgow.ac.uk)

## What we will do with it and who we share it with

The personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. If your application is successful, we will look to promote that success by sharing your name, institutional affiliation and information about your stated research on an open website - [www.gla.ac.uk/myglasgow/library/researchfellows/](http://www.gla.ac.uk/myglasgow/library/researchfellows/). In so doing, your personal data will be shared worldwide.

## How long do we keep it for?

Your data will be retained by the University until the awards process has concluded in December 2019. After this time, data will be securely deleted. If you are successful with your applications, your data will be retained until your Fellowship has been completed. After this time, your data will be securely deleted.

## What are your rights

As a data subject, you have a number of rights. You can:

1. access and obtain a copy of your data on request;
2. require the University to change incorrect or incomplete data;
3. require the University to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
4. object to the processing of your data where the University is relying on our legitimate interests as the legal ground for processing.

## Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](file:///C:\Users\sc376f\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\P2A1VLLM\dataprotectionofficer@glasgow.ac.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>

□ I consent to the University processing my personal data for the purposes detailed above.

I have read and understand how my personal data will be used.

Signed ……………………………………………………………………………………………………………………….

Date …………………………………………………………………………………………………………………………..