



**THE  
DATA LAB**  
value from data

**The Data Lab MSc Programme**  
**STUDENT PLACEMENT -**  
**PRIVACY NOTICE**

**thedatalab.com**

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## ABOUT US

Your institution has entered into an Agreement with The Data Lab to regulate the funding of your studies as part of The Data Lab MSc/MRes Programme. As part of this Programme, we would like to offer you the opportunity to undertake an industrial placement. We have contracted with MBN Solutions Limited to carry out the process of sourcing placements and matching students with those placements.

The Data Lab is part of the University of Edinburgh (charity number (SC005336) with its primary address at Old College, South Bridge, Edinburgh EH8 9YL. If you have any questions about this privacy notice, including if you wish to exercise any of your rights, please contact us at [info@thedatalab.com](mailto:info@thedatalab.com) with the subject line “privacy notice”.

## PURPOSE

We, The Data Lab, are providing you with this privacy notice to inform you about how we will use your personal data and about your rights under data protection law in relation to this personal information. When we refer to collecting your information, this also refers to the collection of information by MBN Solutions who act on our behalf.

Please see the privacy notice supplied to you in your enrolment pack when commencing the MSc/MRes Programme for privacy information in relation to our funding of the programme and provision of our events.

## CONTACT US

If you have any questions about this privacy notice or how we use your personal data, please email [info@thedatalab.com](mailto:info@thedatalab.com) with “privacy notice” in the subject heading.

If you are not happy with how we process your personal data, you can make a complaint to the ICO via their helpline on 0303 123 1113. We would appreciate if you contact us in the first instance so we can attempt to resolve your concerns.

## KEY TERMS

**Personal information** is information that can be used to identify or contact a specific individual, such as a name, address, telephone number, email address, etc. and also online identifiers and location data such as IP addresses and mobile device IDs.

**Special category data** means personal information revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data related to your health or data concerning your sex life or sexual orientation.

## PERSONAL INFORMATION COLLECTED BY US

We will collect personal information from you via the Student Preferences Form and via your communications with MBN Solutions Limited in arranging a placement. Under data protection law, we are the “controller” in respect of this information.

This personal information will include the following:

- Name
- Contact details
- Placement preferences
- Information about your skills and qualifications
- Right to work in the UK

We collect this information as it is necessary to fulfil our contractual obligations i.e. our agreement to assist in sourcing an industrial placement for you. It is also in our and your legitimate interests that you are matched with a placement you are content with. Our legitimate interests being that we wish to ensure the success of our MSc/MRes programme and that the projects are successful.

We will only process special category information about you e.g. relating to your ethnic origin where:

- it is necessary to do so in order to comply with social security or employment law;
- where you have manifestly made the information public; or
- where you have provided us with your express consent to do so.

### **Algorithm**

Where you have given us your consent to do so, we will also use the personal data provided via the Student Preferences Form to train an algorithm which will enable us to better and more efficiently match students to placement opportunities. If you wish to revoke your consent, please contact us.

### **Sharing Your Personal Information**

We use third party service providers and suppliers to deliver certain services. We put contractual arrangements in place with each of these providers to ensure that they are obliged to protect your personal data.

As noted above, we engage MBN Solutions Limited to organise the placements on our behalf and they therefore process your personal information for this purpose.

The following third parties may have access to your personal information for the purposes noted below:

- Software providers: we use a range of software providers in order to administer our business, these providers include the providers of our email system and our document storage system.
- Placement providers: we will share your personal information with relevant placement providers in order for them to consider you for the role and contact you;
- Regulators, government departments, law enforcement authorities, tax authorities, accountants, insurance companies, lawyers and other professional advisers;
- Any relevant dispute resolution body or the courts.

Some of these entities may also be data controllers under Data Protection Law. However in the first instance you should contact us using the contact details above if you have any questions or concerns.

### **European Economic Area**

The information we collect from you may be stored inside the UK, the European Economic Area (“EEA”) or outside the EEA.

If you live or work outside of the UK or the EEA, we may need to transfer your personal information outside of the UK or the EEA to correspond with you. Where this applies, we will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this privacy notice.

We also transfer personal information outside the UK or the EEA where our service providers host, process, or store personal information outside the UK or the EEA. Where this is the case we use contractual arrangements and safeguards to protect this personal information, these safeguards include:

- The country to which the personal information will be transferred has been deemed to provide an adequate level of protection for personal information by the European Commission. For further details, see [European Commission: Adequacy of the protection of personal data in non-EU countries](#).
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal information the same protection it has in Europe. For further details, see [European Commission: Model contracts for the transfer of personal data to non-EU countries](#).
- Where we use providers based in the US, we may transfer personal information to them if they are part of the Privacy Shield which requires them to provide similar protection to personal information shared between the Europe and the US. For further details, see [European Commission: EU - US Privacy Shield](#).

Please contact us if you want further information on the specific mechanism used by us when transferring your personal information out of the EEA.

### **Your Rights**

Under certain circumstances, you have the following rights under data protection laws in relation to your personal data:

- the right to access the personal information held about you by making a subject access request in accordance with data protection law. We may charge a reasonable fee when a request is manifestly unfounded or excessive;
- the right to have your personal information rectified if it is inaccurate or incomplete;
- the right to request to have your personal information deleted in certain specific circumstances as set out in data protection law;

- the right to request to restrict the processing of your personal information in certain specific circumstances as set out in the data protection law;
- the right to ask us not to process your personal information for marketing purposes or for purposes based on our legitimate interests;
- the right to ask us to not undergo automated decision making; and
- where you have provided consent, to request to withdraw such consent at any time.

If you wish to exercise any of the rights set out above, please contact us at [info@thedatalab.com](mailto:info@thedatalab.com) with the subject line “privacy policy”.

Please contact us as soon as possible if there is any change to your personal details, including your contact details.

