Fondation Botnar Grant Application Management System (GAMS)
Privacy Statement
Version 1, 14 December 2018

Fondation Botnar is committed to safeguarding your personal information. This Statement explains how we collect, store, and use personal information from grant applicants, grantees, grant participants (e.g. co-investigator, implementation partner), and reviewers and advisors (e.g. specialists and Expert Commission members) for the purpose of awarding and managing grants and monitoring, evaluating, researching and learning about what Fondation Botnar funds and how we fund it. It also sets out the legal basis on which we do this.

We will only use personal information when the law allows us to. Most commonly, we collect and use your information where it is necessary for us to pursue our legitimate interests (or those of a third-party) where your interests and fundamental rights do not override those interests.

It is important that you read our Privacy Statement so that you are aware of how and why we are using your information. This Statement should be read alongside our attached Confidentiality Statement.

For ease of reference, we have broken our Privacy Statement down into the following click-through sections:

1. The kind of information we hold about you, how we collect and use it and our legal basis for doing so
   (a) When you are considering applying for a grant
   (b) When you are applying for a grant
   (c) When you are a grantee or a participant on an awarded grant (both during, and after completion of, the award)
   (d) Where you are a reviewer (commission member)
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2. How we use particularly sensitive information

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Appendix: Confidentiality Statement
Privacy Statement

We may make changes to this Statement so please check from time to time for any updates.

1. The kind of information we hold about you, how we collect and use it and our legal basis for doing so

Your personal data, or personal information, is any information about you from which you can be identified. It does not include information where your identity has been removed (anonymised data).

We collect, store and use a range of personal information relating to grant applicants, grantees, grant participants, and reviewers and advisors (e.g. ad-hoc specialists and Expert Commission members) in connection with awarding and managing grants and monitoring, evaluating, researching and learning about what Fondation Botnar funds and how we fund it. This sometimes includes certain “special categories” of more sensitive personal information which require a higher level of protection under data protection law.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal information where it is necessary for us to pursue our legitimate interests (or those of a third-party) where your interests and fundamental rights do not override those interests.

We set out below a description of the personal information we collect, the ways we use your information, and the legal basis on which we do this. Where we are using your information on the basis that we are pursuing our legitimate interests, we have also identified what our legitimate interests are.

(a) When you are considering applying for a grant

You may choose to give us certain information about you when you are considering applying for funding (at the pre-application stage) such as:

- your name;
- contact phone number;
- email address;

We may also collect additional information about you from external sources e.g. grant outputs such as publications and works, patents, clinical trials as well as citations of these outputs collected from sources such as publicly or privately curated databases. We may also collect information about you in specific circumstances from external reviewers or advisors where a formal decision is required prior to invitation to a full application.

We use your information for:

- assessing your eligibility and suitability for funding;
- understanding your proposed application;
- corresponding with you to advise you on your proposed application.

We use your information in this way on the legal basis that we need to, to pursue our legitimate interests as a funder (and your interests as an applicant) to provide advice and support to those seeking funding, in furtherance of our charitable aims.

(b) When you are applying for a grant

We may collect the following information from you, as a lead applicant or participant (e.g. co-investigator, implementation partner), when you apply for a grant via our grants application and management system:
• first name, last name, title;
• Institution/Organisation
• address, email address and telephone numbers;
• Academic record (education/training and career history);
• recommendation letters; details of proposal;
• with your consent, information relating, gender, nationality, and position

We may also collect additional information about you relating to your application from external sources e.g. grant outputs such as publications and works, patents, clinical trials as well as citations of these outputs collected from sources such as publicly or privately curated databases. We may also collect information about you from reviewers and advisors (e.g. specialists and commission members) and references.

We use your information for: A) Awarding and managing grants, and B) Analysis of what Fondation Botnar funds and how we fund it.

A) Awarding and managing grants

We use your information for:

• setting up and administering your user account on Fondation Botnar’s GAMS (providing you with a user name and password) so that you can submit your application;
• processing your application and assessing your eligibility and suitability for Fondation Botnar funding;
• reviewing your application both internally and externally using reviewers or advisors (e.g. ad-hoc specialists and Expert Commission members);
• contacting you about your application; and
• administering our grants system (including troubleshooting, testing, system maintenance and support).

We use your information in this way on the legal basis that it is necessary for us to pursue our legitimate interests as a funder (and the interests of those we fund) in providing grant funding.

B) Analysis of what Fondation Botnar funds and how we fund it

We use your information for:

• monitoring and reporting purposes e.g. award rates and trends in application decisions;
• evaluating and reporting purposes (where it could be combined with other data) e.g. the fairness and efficiency of application decisions; and
• research, learning and reporting purposes (where it could be combined with other data) e.g. to determine the geographical reach of institutions that Fondation Botnar funds or directly interacts with relative to our peer funding organisations.

We use your information in this way on the legal basis that we need to, to pursue our legitimate interest as a funder (and the legitimate interests of those we fund) to understand what Fondation Botnar funds and how we fund it.

(c) When you are a Fondation Botnar grantee or a participant (e.g. co-investigator, implementation partner on an awarded grant (both during, and after completion of, the award)

We may collect the following information from you: in addition to the information we hold from the grant application stage, on lead applicants and participants (e.g. co-investigator, implementation partner) on a grant, once a grant is awarded, we may collect the following additional information for the ongoing management of a grant:

• bank details to award and administer your grant;
• yearly and end of grant spend information;
• annual and end of grant information which may contain information about you as a grantee or participant on a grant, as well as details of the progress and outputs of your grant or information
collected routinely as part of project oversight or monitoring;

- information relating to post-award issues such as requests for supplements or extensions due to unforeseen delays, parental leave, sick leave or other such circumstances. We will not request or hold information that is considered special category personal data such as health-related information
- feedback information collected during or after completion of the project

We may also collect additional information about you relating to your grant, from external sources e.g. grant outputs such as publications and works, patents, clinical trials as well as citations of these outputs collected from sources such as publicly or privately curated databases. We may also collect information about you from reviewers and advisors.

We use your information for: A) Awarding and managing grants, B) Analysis of what Fondation Botnar funds and how we fund it, and C) Offering external reviewer opportunities

A) Awarding and managing grants

We use your information for:

- administering and managing your grant;
- setting up and administering you or your organisation’s user account on Fondation Botnar’s GAMS so that we can manage the funds on your grant;
- monitoring the progress of your grant and ensuring that funds awarded are being applied in accordance with our grant conditions, notifying you about changes to our grant schemes, conditions, policies or privacy terms;
- inviting you to attend or participate in meetings run by Fondation Botnar or that Fondation Botnar are involved in which are of relevance to your grant, e.g. Fellow’s meetings;
- as a user of Fondation Botnar’s GAMS, administering the grants system (including troubleshooting, testing, system maintenance and support); and
- contacting you for feedback and suggestions for improvements on the way we do things that would benefit you as a Fondation Botnar grantee.

We also publish information, such as grantee name and application title on our corporate website.

We use your information in this way on the legal basis that it is necessary for us to pursue our legitimate interests as a funder (and the interests of those we fund) to ensure that awarded funds are applied for their approved purposes in accordance with our grant conditions, that grantees receive the support they require from Fondation Botnar and that Fondation Botnar-funded grant activities achieve their outcomes.

B) Analysis of what Fondation Botnar funds and how we fund it

We use your information for:

- monitoring and reporting purposes e.g. trends in funding areas for our awarded grants;
- evaluating and reporting purposes (where it could be combined with other data) e.g. impact and reach of Fondation Botnar funding; and
- research, learning and reporting purposes (where it could be combined with other data) e.g. to compare demographic, geographic and strategic make-up of Fondation Botnar’s funding areas.

We use your information in this way on the legal basis that we need to, to pursue our legitimate interest as a funder (and the legitimate interests of those we fund) to understand what Fondation Botnar funds and how we fund it.

C) External advisor opportunities

We might also use your information to:

- contact you to offer you the opportunity to act as an advisor (e.g. specialist) on other applications for Fondation Botnar funding.

We use your information in this way on the legal basis that it is necessary for us to pursue our legitimate
interest as a funder to ensure that applications for Fondation Botnar funding are reviewed and appraised by subject matter experts to ensure that appropriate funding decisions are made.

(d) Where you are a reviewer (Expert Commission member)

We collect the following information about you:

- name and email address;
- organisation;
- area of expertise;
- address, and telephone numbers;
- with your consent, information relating, gender, nationality, and position

We use your information for awarding and managing grants to:

- determine your suitability as a reviewer;
- contact you to invite you to participate in review;
- send you a link via email to review relevant application material via Fondation Botnar’s GAMS;
- receive back from you the details of your review which we will share with our external reviewers or advisors e.g. committee members and also feedback to our applicants anonymously;
- otherwise correspond with you in connection with reviewing an application; and
- contact you for feedback and suggestions for improvements on the way we do things that would benefit you as a reviewer.

We use your information in this way on the legal basis that we need to, to pursue our legitimate interest as a funder (and the legitimate interests of those we fund) to understand what Fondation Botnar funds and how we fund it.

(e) Where you are an advisor (specialist)

We collect the following information from you some of which we may already hold if you have previously interacted with Fondation Botnar’s GAMS:

- name, contact email, address, bank details to pay you for your services as an advisor;
- biographical information such as area of expertise.

We may also collect additional information about you relating to your role as an advisor from external sources e.g. grant outputs such as publications and works, as well as citations of these outputs collected from sources such as publicly or privately curated databases.

We use your information for awarding and managing grants to:

- understand your areas of expertise;
- administer our relationship with you as an external advisor, including (if you don’t already have an account, creating a Fondation Botnar’s GAMS account for you);
- correspond with you about committee meetings and proceedings;
- assess any potential conflicts of interest;
- as a user of Fondation Botnar’s GAMS, administer the grants system (including troubleshooting, testing, system maintenance and support); and
- contact you for feedback and suggestions for improvements on the way we do things that would benefit you as a committee member.

We use your information in this way on the legal basis that it is necessary for us as a funder to manage Fondation Botnar committees to ensure that they operate appropriately and that ultimately applications for Fondation Botnar funding are appropriately reviewed and appraised by subject matter experts to ensure that appropriate funding decisions are made.
2. How we use particularly sensitive personal information

We do not hold particularly sensitive personal information about you. If we wish to collect and use sensitive information about you, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

3. If you fail to provide personal information

If as a grant participants or lead applicant you fail to provide certain personal information when requested during the grant application process, we will not be able to process the grant application. If as a committee member you fail to provide certain personal information when we are setting up your terms of appointment, we will not be able to progress your appointment.

4. Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you. We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

5. How we share your information

We may share your personal information within Fondation Botnar for awarding and managing grants and monitoring, evaluation, research and learning purposes, as well as with third-parties, including funding partners, reviewers and advisors, partner organisations and third-party service providers.

We share your personal data with the parties set out below for the purposes set out in paragraph 1 above.

Within Fondation Botnar:

- Staff within Fondation Botnar will access grant-related information for the purpose of awarding and managing grants and monitoring, evaluation, research and learning about what Fondation Botnar funds and how we fund it.

Outside Fondation Botnar:

- funding partners
- other partners/third parties such as universities and research institutes and for the purposes of monitoring, evaluation, research and learning; and
- reviewers and advisors.

We require all third parties to respect the security of your personal information and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Third-party service providers

Where necessary, we may share your personal information with third-party service providers, suppliers, partners, associated organisations and agents. For example, the provider of Fondation Botnar’s GAMS.

Where otherwise required to do so

In exceptionally rare circumstances, we may be required to share your information if required to do so under a court order or if requested by the police or other regulatory or governmental authority.
6. How we look after your information

Fondation Botnar is committed to safeguarding your personal information and your privacy. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

Where we have given you (or where you have chosen) a password to access certain parts of our sites, you are responsible for keeping this password confidential.

7. How long we keep and use your information

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it. This may mean holding on to your personal information for a certain period of time after you have ceased to have a relationship with Fondation Botnar, such as for the purposes of satisfying any legal, accounting, or reporting requirements.

When determining the appropriate period of time to retain your personal information, we consider several factors, including the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we handle and use your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. We securely erase your information once it is no longer needed.

8. Your rights over your information

Under data protection law, you have certain rights over your information. Further information on your rights and how to exercise them is set out below.

If you have an online account with us, we hope that you find your information is easy to access and update as it is important that the personal information, we hold about you is accurate and current.

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it;

- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected;

- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below);

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third-party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes;

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it;

- **Request the transfer** of your personal information to another party; and

- **Withdraw your consent** for us to use your personal information at any time.

If you would like to exercise any of the rights mentioned above, please contact us.
In almost all circumstances, you can exercise any of these rights free of charge. However, in circumstances where your request for access is unfounded or excessive, we may charge you a reasonable administrative fee or simply refuse to respond.

9. Changes to this Statement and your duty to inform us of changes

This Statement was last updated on 14 December 2018. To make sure it is up to date and accurate, we make changes to this Statement from time to time. Therefore, we ask that you come back every now and then to check for any updates. We may also notify you in other ways from time to time about the handling and use of your personal information.

It is important that the personal data we hold about you is accurate and current. Where you have a Fondation Botnar GAMS account, please update your profile on Fondation Botnar’s GAMS if your personal data changes during your relationship with us.

10. Further information

If you have any questions about this Statement or how we handle your personal information, please send an email to info@fondationbotnar.org and/or call +41 61 201 04 74.
Appendix
Confidentiality Statement

We will handle in confidence the information you supply during the application process that is marked as, or ought reasonably be considered to be, confidential ("Confidential Information"). We will:

a. take reasonable care to keep the Confidential Information secret and secure;
b. use the Confidential Information only for the purposes set out in the Privacy Statement above; and
c. only disclose it to third parties under conditions of confidentiality and only as necessary to fulfil those purposes.

We will not be under any obligation to keep the Confidential Information confidential to the extent that the Confidential Information:

a. was already lawfully known to us at the date it was disclosed to us;
b. becomes public through no fault of ours;
c. is lawfully disclosed by a third party to us without any obligations of confidentiality being placed on us; or
d. is developed independently by our employees without reference to your information.

We will be entitled to disclose any Confidential Information to any court, administrative or regulatory body to the extent required by law but will endeavour to inform you of any required disclosure as soon as possible. Although we put in place appropriate confidentiality provisions with our external advisers, consultants and contractors to whom we may disclose Confidential Information, we accept no liability for breaches of confidentiality by third parties.