

Kaplan Assessments

Emerging Voices Award Scheme 2026-27

Privacy Notice

1. Who we are

Kaplan Testing Services Limited, trading as Kaplan Assessments, company number 16774108, registered office 179-191 Borough High Street, London SE1 1HR, is the controller of the personal information described in this notice ("Kaplan", "we", "us" or "our").

Kaplan Test of English is an English language assessment product of Kaplan Assessments. This notice applies specifically to people applying for, supporting, reviewing or receiving the Kaplan Assessments Emerging Voices Awards 2026-27.

Data Protection Officer: dpo@kaplan.co.uk | 179-191 Borough High Street, London SE1 1HR.

2. Information we collect

Depending on your role and whether the application is successful, we may collect:

- identity and contact information, including name, title, email address, telephone number, postal address, country of residence and date of birth or age confirmation;
- education, employment and eligibility information, including institution, department, programme, study status, PhD award date, CV, professional profile and supervisor or mentor details;
- application information, including project title, abstract, proposal, methodology, ethics plan, timetable, budget, data and support requests, dissemination plan and uploaded documents;
- endorsements, references and correspondence from supervisors, mentors, institutions and collaborators;
- conflict-of-interest, overlapping-funding and generative-AI declarations;
- technical and audit information generated by the online form or our systems, such as date and time of submission, account details, IP address and system logs where available;
- reasonable-adjustment information that you choose to provide. This may include health or disability information and will be handled with additional care;
- for shortlisted or successful applicants, identity, residence, banking, tax, visa, sanctions and institutional information needed for due diligence and payment;
- for recipients, project-monitoring information, reports, expenditure statements, mentoring records and correspondence; and
- for agreed publicity and conference activity, name, affiliation, biography, project title and summary, registration information, photographs, quotations, audio or video where applicable.

Please do not include special-category information about yourself or another person in your proposal unless it is genuinely necessary. Where optional equality monitoring is introduced, it should be collected separately and governed by additional wording.

3. Where the information comes from

Most information comes directly from the lead applicant through the application form, email and later award-management process. We may also receive information from a named supervisor, mentor, referee, collaborator, host institution, publicly available professional profile, Kaplan records, payment/compliance provider or conference organiser.

If you provide another person's information, you must tell them that you have done so and give them access to this notice. Kaplan may also contact them directly.

4. Why we use the information and our lawful bases

Purpose	Lawful basis
Receive, log and administer applications	Legitimate interests: operating an efficient, fair and accountable award process.
Assess eligibility and proposal quality; manage reviewer conflicts	Legitimate interests: selecting suitable projects and protecting integrity of the process.
Verify information and prevent fraud, misconduct or duplicate funding	Legitimate interests and, where applicable, legal obligations.
Communicate with applicants, supervisors, reviewers and institutions	Legitimate interests; and steps taken at your request before entering into an Award Agreement.
Make reasonable adjustments to the application process	Legitimate interests and, for health/disability information, explicit consent.
Carry out identity, banking, sanctions, tax and compliance checks	Steps before contract, performance of the Award Agreement, legal obligations and legitimate interests.
Enter into, pay and manage the Award Agreement and project	Contract, legal obligations and legitimate interests.
Announce recipients and administer EALTA registration/event recognition	Performance of the Award Agreement and legitimate interests in recognising the award and supporting professional engagement.
Use optional photos, recordings, quotations or testimonials	Consent where required. You may withdraw consent for future use, although material already lawfully published may not always be retractable.
Send unrelated future funding or marketing updates	Consent through a separate, optional opt-in. This is not a condition of applying.

Where we rely on legitimate interests, those interests include running a credible research award, obtaining expert review, protecting applicants and the scheme from conflicts or misuse, supporting emerging researchers and maintaining appropriate records. We consider that applicants would reasonably expect this processing and that access should be limited to people who need the information.

5. Is the information required?

Fields marked as mandatory are needed to assess and administer the application. If you do not provide them, we may be unable to consider your application. Information for optional marketing, promotional media or reasonable adjustments is not required to submit an application, although we may need some information to provide a requested adjustment.

6. Who we share information with

We may share relevant information with:

- authorised Kaplan employees and contractors in Assessment R&D, governance, finance, legal, compliance, data protection, IT, marketing and senior approval roles;
- members of the KTE Technical Advisory Board and other suitably qualified expert reviewers, who will receive only the information reasonably needed and will be subject to confidentiality and conflict-of-interest requirements;
- your supervisor, mentor, referee, collaborator or institution where verification, clarification, ethics, contracting or payment administration requires it;
- service providers that host forms, files, email, collaboration systems, payments, identity or compliance checks, acting under appropriate contractual controls;
- professional advisers, auditors, insurers, regulators, law-enforcement bodies or courts where necessary or required by law; and
- EALTA, only if you are selected, for the minimum conference-registration, event and agreed-publicity information required. Under the current model, EALTA does not receive or review unsuccessful applications.

If the selection model changes and EALTA or another external organisation is asked to review applications, Kaplan will update this notice and the underlying data-sharing arrangements before the information is shared.

7. International transfers

Some Kaplan group companies or service providers may process information outside the United Kingdom. Where this occurs, Kaplan will use an applicable adequacy regulation, the UK International Data Transfer Agreement or Addendum, or another lawful safeguard. Further information about relevant safeguards can be requested from the Data Protection Officer.

8. How long we keep information

Record	Indicative retention
Unsuccessful and reserve applications	Normally 12 months after outcome notification, to manage queries, procedural reviews, audit and scheme evaluation, then deleted or anonymised unless a legal reason requires longer retention.
Successful applicant and award-management records	Normally 7 years after final payment or project closure, to meet financial, legal, audit and contract requirements.
Reviewer records and conflict declarations	Normally retained for the same Emerging Voices Awards cycle and audit period, with access restricted.

Record	Indicative retention
Reasonable-adjustment / health information	Kept only as long as needed to provide the adjustment and manage related queries, then deleted earlier where practicable.
Public award information	Recipient name, institution, project title, summary and public outputs may be retained longer as part of Kaplan's research and award archive.
Optional marketing record	Until you withdraw consent or, normally, no more than 3 years after the last relevant interaction, subject to Kaplan policy.

These periods are subject to Kaplan's approved retention schedule and may be extended where required for a legal claim, investigation, safeguarding issue or regulatory obligation.

9. Security

Kaplan uses technical and organisational measures designed to protect personal information against accidental loss, unauthorised access, alteration or disclosure. Access is limited according to role and business need. Reviewers and suppliers are expected to handle information confidentially and securely.

10. Automated decision-making

Kaplan will not make award decisions solely by automated means. Online systems may support administration, but eligible proposals will be assessed by human reviewers against the published criteria.

11. Your rights

Depending on the circumstances and lawful basis, you may have rights to access, correct, erase or restrict your personal information, object to processing, and receive certain information in a portable form. You may withdraw consent at any time where consent is the lawful basis.

Your right to object

Where Kaplan relies on legitimate interests, you have the right to object to the processing of your personal information. Kaplan will consider your objection and stop the processing unless there are compelling legitimate grounds or the information is needed for legal claims. An objection made before selection may mean that Kaplan cannot continue to consider the application.

To exercise a right or ask a privacy question, contact dpo@kaplan.co.uk. Kaplan may need to verify your identity before responding.

12. Complaints

Please contact Kaplan's Data Protection Officer first so that we have an opportunity to address your concern. You also have the right to complain to the Information Commissioner's Office, the UK supervisory authority for data protection.

13. Changes to this notice

Kaplan may update this notice where the application process, selection model, service providers, conference arrangements or law changes. The current version will be published on the Award Scheme webpage. Material changes affecting an active application will be communicated where appropriate.

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