

Privacy notice for Introduction to: Evaluating PER seminar

Data protection

In the course of completing this registration form, you have provided information about yourself ('personal data'). We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

How we use your data

Introduction to: Evaluating PER seminar registration

We will use your data to: process registration and send you information about the seminar, such as joining instructions and documents you may require. We will also use the data you provide to evaluate the seminar.

PER Digest mailing list

Your email address is only used to send you the PER Digest email newsletter and will be sent to you typically once a month; and not more than twice a month. You are free to opt out at any time by either contacting Publicengagement@admin.ox.ac.uk or clicking the unsubscribe link at the bottom of each email. Your email address is not shared with any other persons / organisations.

Data processing

We are processing your data for these purposes only because you have given us your consent to do so, by ticking the confirmation box on the registration form. You can withdraw your consent at any time by contacting us at publicengagement@admin.ox.ac.uk (01865 280 113). In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

Because the registration form is hosted on Google Forms hosted on Google Drive, it is also subject to Google Drive's [Terms of Service](#).

You can alternatively choose to submit your registration form via email form using the word document, available at.

Retaining your data

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website.

<https://www.infosec.ox.ac.uk/>

And in accordance with Google Drive [Terms of Service](#).

Where we store and use your data

We store and use your data on University premises, in electronic form.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") when you submit your registration form using the Google Drive cloud based service provider that operates outside the EEA, and we subsequently download your registration form.

Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
- the transfer is governed by approved contractual clauses;
- the transfer has your consent;
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- the transfer is necessary for the performance of a contract with another person, which is in your interests.

You can alternatively choose to submit your registration form from via email form using the word document, by contacting us at publicengagement@admin.ox.ac.uk.

Your rights

Information on your rights in relation to your personal data are explained [here](#).

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at publicengagement@admin.ox.ac.uk.