

## **Privacy notice for teacher's newsletter**

### **Data protection**

By subscribing to the teacher's newsletter, 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***

We will use your data to send you information about undergraduate admissions to Oxford University and our outreach activities. We may also ask for your feedback from time to time.

We are processing your data for this purpose only because you have given us your consent to do so, by signing up online via our website (<https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/teachers/teachers-e-newsletter-0?wssl=1>). You can withdraw your consent at any time by contacting us at [study@ox.ac.uk](mailto:study@ox.ac.uk) or 01865 288000. 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.

We may share your data with companies who provide services to us, such as for hosting our website and the associated webforms, and for the creation of the newsletter itself. These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

We will not share your data with any other third party.

### ***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/>

### ***Where we store and use your data***

We may store data collected by the website manually or electronically. The data is stored on our secure servers and/or in our premises within the UK.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted to the website and any transmission is at your own risk.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, when we communicate with you using Oracle Service Cloud.

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.

## ***Your rights<sup>1</sup>***

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 [opendays@admin.ox.ac.uk](mailto:opendays@admin.ox.ac.uk) or [data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk)

---

<sup>1</sup> A link can be used in the vast majority of cases where the privacy notice will be available electronically. However, where hard copy privacy notices are to be made available to data subjects, this section should contain all of the text which can be found at <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>.