

## **Privacy notice for Higher Doctorate applications**

### **Data protection**

In the course of completing this application form, you will 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.

### ***How we use your data***

We will use your data to assess your application for eligibility and suitability for leave to supplicate for a higher doctorate.

We are processing your data for this purpose only because you have given us your consent to do so, by ticking the appropriate box on the application form. You can withdraw your consent at any time by contacting us at [higherdoctorates@admin.ox.ac.uk](mailto:higherdoctorates@admin.ox.ac.uk) or +44 1865 276391. 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 will also need to share your data with external judges, appointed by the University, if your application passes the pre-screening stage of the process. Where we share your data with a third party, we will seek to share the minimum amount necessary.

### ***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 [Policy on Data Protection page](#).

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

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

Both forms may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), if you pass the pre-screening stage of the application process and a judge from outside the EEA is appointed to assess your full application.

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***

Information on your rights in relation to your personal data are explained [GDPR](#) section of the Council Secretariat page.

### ***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [higherdoctorates@admin.ox.ac.uk](mailto:higherdoctorates@admin.ox.ac.uk) or Submissions and Research Degrees Team, Examination Schools, 75-81 High Street, Oxford, OX1 4BG, UK.