

Privacy notice for Open Day survey

Data protection

In the course of completing this survey, you may provide 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 in anonymised form in order to evaluate the effectiveness of our activities but no information will ever be linked to any current or future application you may submit to the University of Oxford. We will use your e-mail address only to contact you about the raffle should you decide to participate.

We are processing your data for these purposes only because you have given us your consent to do so, by ticking the appropriate box. You can withdraw your consent at any time by contacting us at opendays@admin.ox.ac.uk. 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?

The survey data is being collected for the University by [Jisc online surveys](#). 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. Access to data stored within JISC online surveys is strictly limited to their support and technical teams. This access is only permitted when it is at the request of the University, or necessary for the investigation of operational issues, or when required by law.

We will not share your data with any other parties.

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. For the survey relating to the 2018 Open Days, this will be no longer than the end of 2019.

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

All data hosted by Jisc online surveys is stored within Amazon Web Services (AWS), within the Republic of Ireland. Jisc online surveys operates an Information Security Management System (ISMS) and many of the processes and policies used to operate online surveys, and by Jisc staff, are part of the ISMS.

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 opendays@admin.ox.ac.uk or data.protection@admin.ox.ac.uk

10 September 2018