

# Privacy notice for Public & Community Engagement with Research (PCER) Conference – registration and contributor forms

## Data protection

When you complete this form, you provide personal data about yourself. The University of Oxford is the data controller for this information, which means it decides how your data is used and is responsible for handling it in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The lawful basis we rely on for processing your personal data is Article 6(1)(e) of the UK GDPR, which allows us to process personal data where this is necessary to perform a public task. The University of Oxford has a public interest role in advancing learning through teaching, research and engagement.

Where we rely on your consent (for example, to send optional follow-up communications), the lawful basis is Article 6(1)(a). You can withdraw your consent at any time, as outlined below.

## Purpose of this form

This form collects information to support:

- Registration for the Public & Community Engagement with Research (PCER) Conference, organised by the Public & Community Engagement with Research Team in Research Services; and
- The review, organisation and delivery of conference sessions, posters and other contributions (where applicable).

The information you provide will be used to:

- Manage registration, attendance and communications related to the conference;
- Support the planning and delivery of conference sessions, posters and exhibits; and
- Contact contributors and attendees with relevant information before and after the conference.

We may also send you:

- A short post-conference email, such as an evaluation or feedback request.

You can change your mind at any time by contacting us at [publicengagement@admin.ox.ac.uk](mailto:publicengagement@admin.ox.ac.uk).

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

Your data will be used for:

- Conference administration and delivery;
- Communications with attendees and contributors; and
- Follow-up communications.

We will only use your data for the purposes outlined in this notice. If we need to use your data for a different but related purpose, we will ensure it is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent beforehand.

## **Who will have access to your data**

Your information will be accessed only by staff within the University's Public & Community Engagement with Research Team, and relevant University colleagues involved in conference delivery, for the purposes outlined above.

## **Sharing your data with third parties**

We will not share your personal data with any third parties, except where required by law or where necessary for a legitimate purpose in line with this privacy notice. If we need to share data in a way that could identify you, we will seek your explicit consent beforehand.

## **Data retention**

We will retain your personal data only for as long as necessary to administer the conference and complete any associated follow-up activity.

Conference registration and contributor data will be retained until 1 July 2027, after which it will be securely deleted.

## **Data security**

Your data will be held securely in accordance with the University's policies and procedures. More information about our security practices can be found on the University's [Information Security website](#).

## Your rights

Under UK data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your personal data, subject to legal obligations
- Restrict processing of your data under certain circumstances
- Object to the processing of your data where applicable
- Withdraw your consent at any time (if processing is based on consent)

For more details on your rights, visit the [University's data protection webpage](#).

## Contact

If you have any questions or concerns about this privacy notice or the use of your data, please contact the Public and Community Engagement with Research Team at [publicengagement@admin.ox.ac.uk](mailto:publicengagement@admin.ox.ac.uk).