

Privacy Notice
Expression of Interest (EOI) – Oxford Inside Out 2023

Data protection

By completing this EOI 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

We will use your data to:

- Facilitate your participation as a presenter at the event
- co-ordinate logistics including planning and delivery of the event
- liaise with venues over security arrangements
- promote sessions and the event
- evaluate the event
- Share information with those who need to know as part of their work in supporting the facilitation, organisation and promotion of the event.
- Match similar projects to co-create sessions (introductions will only be made with your consent)

We are processing your data for this purpose/these purposes only because you have given us your consent to do so, by ticking the appropriate box and submitting the form. You can withdraw your consent at any time by contacting us at collaboration@admin.ox.ac.uk or 01865 2800113. 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. 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 security purposes e.g. university or college venues. 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.

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. And, in any event, no longer than 3 years.

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 - [Data protection policy](#).

Where we store and use your data

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

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 collaboration@admin.ox.ac.uk or Oxford Inside Out team, Innovation & Engagement Team, Research Services, University of Oxford, Robert Hooke Building, Parks