

InFoMM CDT Privacy Notice May 2018

Data protection

In the course of communicating with the InFoMM CDT you have (or will) 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.

The information we collect

We collect your contact details which always include your name and email address, but possibly also include the name of the company you work for, your job title, a contact telephone number and your work address. We do not seek to collect any sensitive personal information. We also collect information that is generated by your engagement with us such as details of the events and meetings you attend, courses and workshops you give and projects you supervise. We may also take photographs at events you attend. If you work for a company or organisation which is a partner of the InFoMM CDT then you may have provided us with a profile slide to assist with networking activities within the partnership.

How we use your data

We will use your data to provide you with the services of interest to you that the InFoMM CDT provides to company representatives and individuals. The range of services includes providing you with the opportunity to participate at events and to be involved in training and research collaborations with our doctoral students and academics connected to the CDT.

If you are associated with a company or organisation with whom we have (or with whom we are working towards having) a contractual relationship involving you, then we need to process your data in order to fulfil our contractual obligations.

In the absence of a contractual relationship relevant to you we will process your data for the purpose of providing you with the services of interest to you only because you have given us your consent to do so by, for example, responding to an email requesting your consent or by filling out a web form. You can withdraw your consent at any time by contacting us at informm@maths.ox.ac.uk or by calling 01865 280615.



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. For example, we might ask whether we can mention you in our newsletter.

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. The InFoMM CDT may share your data with students and academics at the University of Oxford in order to deliver the services of interest to you.

We may also share your data with the following organisations for the reasons indicated.

- EPSRC/UK Research and Innovation
We need to report to EPSRC on engagement and impact noting that InFoMM is partly funded by the UK government.
- Other companies and organisations in the partnership
We may want to share your details with other individuals associated with the InFoMM partnership when we believe it will be helpful for all those involved to do so. For example,
 - 1) we may provide an email introduction for those who might like to collaborate;
 - 2) at a networking event we might share the profile slide you provided.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

Retaining your data

We will retain your data for at most 6 years from the last date on which you gave consent for us to hold your data. You can withdraw your consent at any time by contacting us at informm@maths.ox.ac.uk or by calling 01865 280615.

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 at <https://www.infosec.ox.ac.uk/>.

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

We store and use your data on University premises and potentially on University provisioned services within the European Economic Area (EEA) in electronic and manual form.

Electronic data may be transferred to, and stored at, a destination outside the EEA, for example, when we communicate with you using a cloud based service provider that operates outside the EEA such as Doodle Poll/Survey Monkey/MailChimp/Eventbrite/Wuhoo/etc.

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 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 at

<http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at infomm@maths.ox.ac.uk or at InFoMM CDT, Mathematical Institute, University of Oxford, Andrew Wiles Building, Woodstock Road, Oxford, UK, OX2 6GG.