Privacy notice for outreach events with New College, Oxford

Data protection

In the course of completing this registration form, you have provided information about yourself ('personal data'). We (New College) 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. We collect personal data about our outreach participants so that we can monitor, evaluate and analyse our outreach programmes and partnerships.

How we use your data

We will use your data to register you as a participant in a New College, Oxford outreach event.

Using your data in this way is necessary for a task that we carry out in the public interest (i.e. running events to promote access to Higher Education) and to meet our legitimate interests in promoting applications to the University.

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 College will be provided to those who need to view it as part of their work in carrying out the purposes described above. Access will also be provided to any third parties that we use to help organise outreach events with New College, Oxford. Where we share your data with a third party, we will seek to share the minimum amount necessary.

We will add your data to the Higher Education Access Tracker service database (HEAT www.heat.ac.uk), which we use to record information about our outreach activities and those who take part in them. HEAT is a shared database used by HEAT Service members to identify which activities are most helpful in preparing students for higher education and progressing to employment. Members include the University, its colleges, other Higher Education Institutions, and relevant public bodies (e.g. UCAS). The data added to HEAT comprises your personal details (name, gender, ethnicity, date of birth, postcode, school), and the events or activities in which you have participated. Your data will never be used for marketing purposes, shared, or sold. The HEAT Service processes data solely for the monitoring and evaluation purposes described herein. Data is not linked to or used for any decision-making process that directly affects individuals. Results are presented in an aggregate form without disclosing specific detail on individuals. You can read further details about how your data on HEAT is used here [https://heat.ac.uk/privacy-notice/].

We may also add your data to JISC. JISC is a not-for-profit UK based organisation. They provide digital infrastructure to the education sector. We most often use JISC for conducting surveys. You can read further details about how your data is protected with JISC here:
https://www.jisc.ac.uk/website/privacy-notice?msclkid=6fbd22dacc5011eca4d566e4038a18eb

Retaining your data

New College's Retention Policy

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. New College will only keep your data for a maximum of 12 months.

HEAT's Retention Policy

As mentioned above, your data will be added to the Higher Education Access Tracker service database (HEAT). HEAT has their own specific retention policy, as outlined below.

If you are under 21 years old at the time of your first outreach activity your data will be retained on HEAT for 15 years after graduation or until 30 years of age (whichever comes first).

If you are over 21 years old at the time of your first outreach activity then your data will be retained on HEAT for 15 years after graduation or for 10 years after your first outreach activity (whichever comes first). After this time, data will be anonymised in bulk at the beginning of the next academic year. This retention policy will be reviewed by HEAT each year to ensure it remains fit for purpose and compliant with relevant legislation

JISC's Retention Policy

JISC will keep your personal data for up to six months after you use the service; after that, unless they need it for a particular investigation, they will delete it.

Where we store and use your data

We store and use your data on College premises, in manual and electronic form.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA").

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

Under certain circumstances, by law you have the right to:

- **Request access** to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.

- **Request correction** of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.

- **Request erasure** of your data. This enables you to ask us to delete or remove your data under certain circumstances, for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).

- **Object to processing** of your data where we are relying on our legitimate interests (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for any direct marketing purposes.

- **Request the restriction of processing** of your data. This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.

- **Request the transfer** of your data to another party.

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop. Further information on your rights is available from the Information Commissioner's Office (ICO) here https://ico.org.uk/

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact New College's Data Protection inbox at DataProtection@new.ox.ac.uk. New College's Data Protection Officer is Sam Butler and can be contacted at sam.butler@mooreclear.com. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

If you remain dissatisfied, you have the right to lodge a complaint with the ICO at https://ico.org.uk/concerns/ .

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at DataProtection@new.ox.ac.uk.[1]

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[1] The intention is that people should contact the department for any routine queries and the Information Compliance Team only if they wish to submit a formal request in exercise of their rights.