

## 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 UK-General Data Protection Regulation (UK-GDPR) and associated data protection legislation.

### 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](http://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, disability status, 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. 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: [\[HEAT-Data-Protection-Policy-for-Participants.pdf\]](#).

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: [\[Learning Analytics Service: Data Protection Impact Assessment \(DPIA\) February 2021 \(jisc.ac.uk\)\]](#)

### Parental Email Addresses

If your child is participating in New College's Step-Up Programme, you will be invited to join a parental newsletter emailing list. Your email address will be used for informing you about opportunities that may support your child's application to the University of Oxford, as well as information relating to New College's Step-Up Programme. We will also contact you to outline how parents can support a child who is applying to the University of Oxford. Emails will be stored on the College's system and in accordance with our GDPR policy, as outlined in this privacy notice.

Your email will only be stored for the length of time that your child is taking part in the Step-Up Programme. For most parents, this will mean that your email address will be deleted after they have

finished Year 13 of their education.

You will complete an online form to enrol on the mailing list, which will use JISC to collect your data. Please read through the information on JISC, as outlined in this privacy notice. If you wish to unsubscribe from the email newsletter, please contact [stepup@new.ox.ac.uk](mailto:stepup@new.ox.ac.uk)

### **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.

After completing your data entry form on JISC, it will be downloaded as an Excel spreadsheet. The information you have shared will then be uploaded to HEAT and stored in accordance with their retention policy. The original JISC form and downloaded Excel spreadsheet will be deleted following the upload to HEAT and will not be kept longer than is required on the New College system.

By completing the initial form, you are giving your consent for this information to be stored but note that the College will not retain the record of consent as the spreadsheets will be deleted upon uploading to HEAT. Should you wish to have your data removed from HEAT, please follow the instructions as laid out in 'Your rights'.

### **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) website.

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](mailto:DataProtection@new.ox.ac.uk). New College's Data Protection Officer is Meagan Mirza and can be contacted at [meagan.mirza@mooreclear.com](mailto:meagan.mirza@mooreclear.com). We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the UK-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](mailto:DataProtection@new.ox.ac.uk).<sup>1</sup>

---

<sup>1</sup> 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.