

## **Privacy notice for departmental open day registration forms**

### **Data protection**

In the course of completing this registration 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: register you as an attendee at our open day. Using your data for this purpose is necessary 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, as stated above, 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 Department of Chemistry will be provided to those who need to view it or process it as part of their work in carrying out the purposes described above.

### **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.

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

We store and use your data on University premises, in electronic form and hard copy.

### **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 [graduate.admissions@chem.ox.ac.uk](mailto:graduate.admissions@chem.ox.ac.uk).<sup>1</sup> If you would like to contact the University's Data Protection Officer please email [data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk).

<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.