

Privacy Notice: Registration for an outreach event at Oxford Physics

In the course of completing this registration form, you have provided information about yourself ('personal data'), or as a parent/legal guardian of the person under the age of 18.

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 process your application for an outreach event at the Department of Physics, University of Oxford. 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 physics and applications to Higher Education.

We may also ask you to provide us with sensitive information (special category data) about yourself, including medical information or accessibility requirements. This information will only be used to ensure the health and safety of event participants and will only be shared in an emergency, for example with first aiders or medical staff. This data will be deleted within 3 weeks of the event.

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.

Online events

Some outreach events may be delivered online using video-conferencing platforms such as Zoom. If you register for an online event, we will use your personal data (such as your name and email address) to send you joining instructions and enable your participation. Personal data may also be processed by the video-conferencing platform used to deliver the event.

Online sessions may be recorded so that they can be shared with registered participants who were unable to attend. Recordings may be shared via a secure link provided through the video-conferencing platform. If participants use the chat function during an online event, their display name and message may be visible to event organisers and other participants and may appear in any saved chat transcript or recording.

During some online events we may use audience interaction tools (such as Mentimeter) to allow participants to respond to questions or polls. If you choose to participate in these

activities, any responses you provide will be processed through the platform used to deliver the interaction.

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 will add some of your data to the Higher Education Access Tracker 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 a variety of organisations to identify which activities are most helpful in preparing students for higher education and progressing to employment. Users include the University, its colleges, student organisations, educational charities and relevant public bodies (e.g. UCAS). The data added to HEAT comprises your personal details (name, gender, date of birth, postcode and school) and the events or activities in which you have participated. You can read further details about how your data on HEAT is used here: <https://www2.physics.ox.ac.uk/sites/default/files/page/2019/01/04/privacy-notice-heat-data-05071844153.pdf>

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

Where we store and use your data

We store and use your data on University premises in 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 schools.liaison@physics.ox.ac.uk.