



# Privacy Notice

## 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 may also use your data to inform you of other events that may be of interest to you/send you emails about our courses or the department. We only process your data for this purpose because you have given your consent to do so by selecting an appropriate consent box. You can withdraw your consent at any time by contacting us at [hello@sbs.ox.ac.uk](mailto:hello@sbs.ox.ac.uk). 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, 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 Saïd Business School 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.

We may share your data with companies who provide services to us, such as Eventbrite (for event planning). These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

## 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 both hard copy and electronic form.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, when we communicate with you using a cloud based service provider that operates outside the EEA such as Eventbrite.

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

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 [hello@sbs.ox.ac.uk](mailto:hello@sbs.ox.ac.uk) or

Corporate Marketing  
Saïd Business School  
Park End Street  
Oxford  
OX1 1HP

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)

