

Bennett Institute for Applied Data Science

Privacy notice for collecting personal information for the purpose of Bennett Institute events registration, facilitation and feedback.

Data protection

In the course of registering for any Bennett Institute for Applied Data Science event and completing the associated survey, 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 UK General Data Protection Regulation and associated data protection legislation.

How we use your data

We will use your data to: Facilitate the event and obtain feedback post-event. When you sign up to a Bennett Institute for Applied Data Science event, the personal data collected at registration will include basic personal data, consisting of name and contact information (email address) which is necessary for event facilitation such as to register your attendance, to send you basic information about the event and ask for feedback post-event. Please do not include any personal information, which may identify you, within the free-type sections of the feedback form; if identifiable data is included, we will redact this.

Additional personal data may also be collected where necessary and justifiable such as accessibility and dietary requirements so that attendees are catered for and where changes can be made to improve accessibility these can be implemented.

Depending on the activity, some limited information may be requested about you. These may include but are not limited to data such as professional or educational background to help the event organiser understand who is attending and make appropriate changes. For example, if the event is intended for persons with particular skills, the event organiser may ask for a job role and level of skill within the subject matter to understand the breadth of previous knowledge in the attendees. Where data is collected it will be justified and minimised.

We are processing your data for these purposes only because you have given us your consent to do so, by completing the form. You can withdraw your consent at any time by contacting the event organiser, whose details can be found on the event advert and in the confirmation email they have sent you. If you are unable to locate the event organisers details, please contact bennett@phc.ox.ac.uk with the name and date of the event; we will stop the processing of your personal data as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent.

With regards to any change in your information, kindly inform the event organiser at the above-mentioned email address at the earliest opportunity. Kindly bear in mind certain unavoidable limitations to changing your data. Since the data collected from you is being used to facilitate the event, requesting a change of information at the last moment prior to the event may not be possible since by that time most of the preparations would already have been made.

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 University will be provided to those who need to view 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 for the provision of the event and the provision of the feedback. 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.

When we share your data with a third party, we will seek to share the minimum amount necessary.

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. The personal data collected for event management will be held for 18 months before deletion. In case you revoke your consent to us processing your data, your data held with us shall be purged as soon as possible.

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](#).

Where we store and use your data

We store and use your data on University premises, in electronic form and paper format for name tags and sign-in forms where used. The paper based data shall be stored securely and shredded shortly after completion of the event.

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 bennett@phc.ox.ac.uk

or

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