

Worcester College Oxford Privacy Notice: Freshers' Family Tree

Our contact details

Name: Maddy Underwood (Freshers' Artz Rep)

Address: Worcester College, Walton Street, Oxford. OX1 2HB

Email: maddy.underwood@worc.ox.ac.uk

What type of information we have:

The College's Privacy Notices and Records of Processing Activities are available at <https://www.worc.ox.ac.uk/about/policies-and-procedures/privacy-gdpr>. Please consult those for details of how we process your data.

As we are collecting some data not currently covered by those notices, this privacy notice details how we will collect and process the following information:

- Your name and photograph for the Freshers' Family Tree

How we get data and why we have it:

Most of the personal data we process is provided to us directly by you for one of the following reasons:

- To administer the JCR's Freshers' Family Scheme

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting maddy.underwood@worc.ox.ac.uk

What we do with the information we have

We use the information that you have given us in order to administer the Freshers' Family Scheme (for example, your name and photograph will appear on the College Family Tree).

We will not sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law.

How we store your information

Your information is securely stored by Worcester College Oxford in line with our Information Security Policy (available at <https://www.worc.ox.ac.uk/about/policies-and-procedures/privacy-gdpr>).

We keep the Family Tree names and photographs for the Academic Year 2020-2021. We will then dispose of your information securely.

Your data protection rights

Subject to certain conditions set out in UK data protection law, you have:

- The **right to request access** to a copy of your data, as well as to be informed of various information about how your data is being used;
- The **right to have any inaccuracies in your data corrected**, which may include the right to have any incomplete data completed;
- The **right to have your personal data erased** in certain circumstances;
- The **right to have the processing of your data suspended**, for example if you want us to establish the accuracy of the data we are processing;
- The **right to receive a copy of data you have provided to us**, and have that transmitted to another data controller (for example, another University of College);
- The **right to object to any direct marketing** (for example, email marketing or phone calls) by us, and to require us to stop such marketing;
- The **right to object to the processing of your information** if we are relying on a “legitimate interest” for the processing or where the processing is necessary for the performance of a task carried out in the public interest;
- The **right to object to any automated decision-making** about you which produces legal effect or otherwise significantly affects you;
- Where the lawful basis for processing your data is **consent**, you have the **right to withdraw your consent at any time**. When you tell us you wish to exercise your right, we will stop further processing of such data. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting maddy.underwood@worc.ox.ac.uk or by contacting the College’s Data Protection Officer, Worcester College, Walton Street, Oxford. OX1 2HB; dataprotection@worc.ox.ac.uk.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

The College has a Data Protection Officer, whose contact details are: Worcester College, Walton Street, Oxford. OX1 2HB; dataprotection@worc.ox.ac.uk.

Please contact the Data Protection Officer if you are considering how or whether to exercise your rights.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address is:

Information Commissioner’s Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Helpline number: 0303 123 1113