

## **Privacy Notice: Public Mailing List for events at Oxford Physics**

### **Data protection and mailing lists**

In the course of completing this subscription 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. This includes the Privacy and Electronic Communications Regulations which apply to unsolicited direct marketing by electronic means.

This privacy notice applies to you if you have given the University an email address for you in one of the following formats:

- (1) Personal, for example jane.smith@gmail.com/co.uk, jane.smith@live.com/co.uk
- (2) Personal corporate, for example jane.smith@company.com (or other organisation), name.co.uk/org.uk/gov.uk/.ac.uk

### ***How we use your data***

We will use your data to: send you information (1) about events and online activities that provide an opportunity to engage with our researchers or research, (2) about departmental research outputs and activities, (3) about our collaborators' and other organisations' physics-related events for the public and online activities, (4) about topical news around the general topic of Physics.

If you give us a personal corporate email address, we need to process your data for the above purposes to meet our legitimate interests in disseminating our research and promoting physics. You can unsubscribe at any time by following the instructions provided.

If you give us a personal email address, we are processing your data for the aforementioned purposes only because you have given us your consent to do so, by entering your email into the subscription form. You can withdraw your consent at any time by following the instructions provided.

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.

***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.

***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 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 [public.events@physics.ox.ac.uk](mailto:public.events@physics.ox.ac.uk).