**Kennedy Open Day 2025**

 **Privacy Notice**

**Data protection**

Whilst registering for the Kennedy Open Day 2025, you will have provided us with information about yourself (‘personal data’). We (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.

**Your personal data we collect:**

When you sign up for our Open Day, we collect the following personal information:

* Name
* Email Address
* Where you are travelling from
* Name and location of undergraduate degree
* Accessibility requirements
* Dietary requirements

**How we use your data**

We will use your data to:

* **Event Registration and facilitation**: To process your registration for the Open Day and to ensure your accessibility and dietary requirements can be met
* **Communication:** To send you confirmation details, reminders, and updates about the Open Day.
* **Feedback**: To request feedback after the event to improve future events.

We are processing your data for this purpose/these purposes only because you have given us your consent to do so by signing this form. You can withdraw your consent at any time by contacting us graduate.studies@ndorms.ox.ac.uk . In such an 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, 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 will use Microsoft 365 for facilitation of event registration, communication and collecting feedback. They 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 retain your personal data for the duration of the event and for a period of 2 weeks thereafter for the purposes of feedback collection and event analysis. After this period, your data will be securely deleted.

**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 both a manual and electronic form.

**Your rights**

Information on your rights in relation to your personal data are explained [here](https://compliance.admin.ox.ac.uk/individual-rights).

**Contact**

If you wish to raise any queries or concerns about our use of your data, please contact us at graduate.studies@ndorms.ox.ac.uk.

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact the University’s Information Compliance Team at data.protection@admin.ox.ac.uk. The same email address may be used to contact the University’s Data Protection Officer. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

If you remain dissatisfied, you have the right to lodge a complaint with the ICO at <https://ico.org.uk/concerns/>.