

## National Institute of Health Research Oxford Clinical Research Facility (NIHR Oxford CRF)

### Study Day 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 your interest in joining the Study Day as described within the form, to contact you about this activity, for the administration and facilitation of the Study Day in general.

We are processing your data for this purpose only because you have given us your consent to do so, by ticking the appropriate box. You can withdraw your consent at any time by contacting us at [oxcrf@ndorms.ox.ac.uk](mailto:oxcrf@ndorms.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, 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 use [Microsoft 365](#) to collect, process and store your data. Microsoft 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 data until after the Study Day has taken place. Once we have asked for feedback, your data will be destroyed.

#### 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**

Your data will be stored on Microsoft 365 for the duration of the project in electronic form. We will print hard copies of a certificate to provide you at end of the study day.

### **Your rights**

Information on your rights in relation to your personal data are explained [here](#). Some general information about how research participant data is processed can be found [here](#).

### **Contact**

If you wish to raise any queries or concerns about our use of your data, please contact us at [oxcrf@ndorms.ox.ac.uk](mailto:oxcrf@ndorms.ox.ac.uk)