

Lymphocyte Antigen Receptor Signalling Workshop Participant registration 2024

Privacy notice for registration and facilitation of course

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 UK General Data Protection Regulation and associated data protection legislation.

How we use your data

We will use your data to register your interest in speaking at the event, for the facilitation and administration of the event, to communicate with you regarding the event. If you are chosen as a speaker for the event your personal data (name, institute, area of research) may be listed on the event website, the event timetable and in advertising materials.

We are processing your data for this purpose/these purposes only because you have given us your consent to do so, by submitting the registration form. You can withdraw your consent at any time by contacting us at dustin.pa@kennedy.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.

We are collecting the minimum personal data required to meet our purposes outlined above.

Who has access to your data?

Access to your data 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. 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.

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/privacy>

Where we store and use your data

We store and use your data on University premises and on University approved systems, in both a manual and electronic form.

Your rights

Information on your rights in relation to your personal data are explained [here](#).

Contact

Date: This Privacy Notice is effective as of 12/12/2023. Please note that this Privacy Notice may be subject to updates when necessary.

In the first instance, if you wish to raise any queries or concerns about our use of your data, please contact us at dustin.pa@kennedy.ox.ac.uk

If you have any questions or concerns about the processing of your personal data, please contact our Data Protection Office at data.protection@admin.ox.ac.uk. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the UK 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 Information Commissioner's Office at <https://ico.org.uk/concerns/>