

## **NDORMS Open Arms Mailing List Registration Privacy Notice**

### **Data protection**

In the course of registering for the NDORMS Open Arms Programme, 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 you as a member of the NDORMS Open Arms Programme, provide you with information on opportunities to become involved in patient and public involvement and research projects at NDORMS, news on upcoming events and invite you to join workshops.

We are processing your data for these purposes only because you have given us your consent to do so, signing this form. You can withdraw your consent at any time by contacting us at [openarms@ndorms.ox.ac.uk](mailto:openarms@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 will share your data with companies who provide services to us. These are limited to [MailChimp](#) which is only used as a tool to send you newsletters and [Microsoft 365 Suite](#) which is also used in order to communicate with you about the Open Arms programme. 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. Where we share your data with a third party, we will seek to share the minimum amount necessary.

### **Retaining your data**

We will retain your data for a period of 1 month after you cease to be a member of the Open Arms Programme before your data is permanently 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**

We store and use your data on University premises, in electronic form.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, when we communicate with you using a cloud based service provider that operates outside the EEA such as MailChimp.

Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
- the transfer is governed by approved contractual clauses;
- the transfer has your consent;
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- the transfer is necessary for the performance of a contract with another person, which is in your interests.

### **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 [openarms@ndorms.ox.ac.uk](mailto:openarms@ndorms.ox.ac.uk).