

## **NDORMS Patient and Public Open Day: Registration Form**

### **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 attending the NDORMS Patient and Public Open Day as described within the form, to communicate with you about the Open Day and Open Arms Mailing List and to ask for your anonymised feedback after the event.

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 [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 use [Microsoft 365](#) to collect your data and to send you information about the Open Day.

Microsoft 365 is a third party and is 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 until after the Open Day has taken place and we have sent you an electronic feedback form. We expect to do this within a month of the Open Day.

#### **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.

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