**Translational Pharmacology Mailing List**

**Privacy notice**

**Data protection**

In the course of subscribing to the Translational Pharmacology e-newsletter, 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 subscribe you to the mailing list, send you periodic e-newsletters and to provide you with information about opportunities to participate in studies.

We are processing your data for these purposes only because you have given us your consent to do so by completing the form. You can withdraw your consent at any time by clicking on “Unsubscribe” which can be found on the e-newsletter or contacting us by email on translationalpharmacology@ndorms.ox.ac.uk or phone (01865) 613728. 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.

**Retaining your data**

We will retain your data for as long as the Translational Pharmacology Mailing List is active and we have your continued consent.

Where an individual chooses to unsubscribe, we will retain the minimum data (name, email address and details of your un-subscribe) in a ‘do not contact list’ to ensure that we do not send you the newsletter again and to comply with statutory obligations (e.g. to comply with your objection to processing). At this point, the legal basis for processing data for the ‘do not contact list’ will be legitimate interests. Any other data that we hold about the individual will be securely destroyed when they unsubscribe.

**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/guidance-policy>

**Where we store and use your data**

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

**Your rights**

Information on your rights in relation to your personal data are explained here: <https://compliance.admin.ox.ac.uk/individual-rights>

**Contact**

In the first instance, if you have any queries about our use of your data, please contact us at email on translationalpharmacology@ndorms.ox.ac.uk or phone (01865) 613728.

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/>.