

## Privacy Notice: Registration for a MMM outreach event

In the course of completing this registration form, you have provided information about your students ('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 the data you provide about your students to process your application for them to participate in the Making Materials Matter outreach project, for evaluation purposes, and to request feedback via an online survey after the event. We need to process the data you provide about your students for these purposes, to fulfil a task that we carry out in the public interest (i.e. running events to promote access to Higher Education) and to meet our legitimate interests in promoting Materials Science and applications to Higher Education.

We may also ask you to provide us with sensitive information (special category data) about your students, including medical information or accessibility requirements. This information will only be used to ensure the health and safety of event participants and will only be shared in an emergency, for example with first aiders or medical staff. We will obtain your explicit consent to process such data at the time of collection and it will be deleted within 6 weeks of the event.

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?**

The Making Materials Matter outreach project is coordinated by the University of Oxford, in collaboration with the Universities of Sheffield, Cambridge and Imperial College London. Access to your data within the Universities involved in this project, namely The University of Oxford, The University of Cambridge, The University of Sheffield and Imperial College London, will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We will add some of the data to the Higher Education Access Tracker database (HEAT, [www.heat.ac.uk](http://www.heat.ac.uk)), which we use to record information about our outreach activities and those who take part in them. HEAT is a shared database used by a variety of organisations to identify which activities are most helpful in preparing students for higher education and progressing to employment.

Users include the University, its colleges, student organisations, educational charities and relevant public bodies (e.g. UCAS). The data added to HEAT comprises your personal details (name, gender, date of birth, postcode and school) and the events or activities in which you have participated. You can read further details about how your data on HEAT is used here:

<http://www.ox.ac.uk/admissions/undergraduate/increasing-access/heatprivacynotice>

## **Security**

The data provided 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/>

## **Where we store and use your data**

We store and use the data on University premises in manual and electronic form.

## **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 the data you are providing, please contact us at [schools.liaison@materials.ox.ac.uk](mailto:schools.liaison@materials.ox.ac.uk)