

University of Oxford, Estates Services

Public Consultation Privacy Notice

Data protection

In the course of completing this consultation response 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 demonstrate to the Local Planning Authority that any future planning application complies with their Statement of Community Involvement to include local people in their decision making process.

We need to process your data for the purpose of meeting our legitimate interests in the local community to comply with Local Authority Engagement policy.

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 may share your data with companies who provide services to us, such as for analysing feedback. 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.

We may also share your data with the following organisations for the reasons indicated:

Savills – for analysis of the data. They will then provide a report to the project teams however this will be anonymised.

Where we share your data with a third party, e.g. a Local Planning Authority, we will seek to share the minimum amount necessary.

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/>

Where we store and use your data

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

Your rights

Information on your rights in relation to your personal data are explained here:

<http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at public.consultation@admin.ox.ac.uk. If you wish to contact the University of Oxford concerning your rights please email data.protection@admin.ox.ac.uk.