**NDS Staff Consultation Privacy Policy – Formation of a New Department**

**Data protection**

In the course of completing this survey, 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 better understand staff concerns and priorities relating to departmental operations and strategy, including the creation of a new department. The data you provide will be used to assess existing support in place for staff and students and to inform the department’s communications and actions in relation to the formation of a new department. Individual responses will be never be shared and individual answers/comments will be redacted to remove identifiable information before being shared. We will not process any data where demographic groups number fewer than 5.

We are processing your data for this purpose/these purposes 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 [athenaswan@nds.ox.ac.uk](mailto:athenaswan@nds.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.

***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/guidance-policy).

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

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

Data is collected and stored either within Microsoft Forms or Jisc Surveys, with whom the University has Third Party Service agreements in place. Where data is shared, this is done through secure means such as via OneDrive.

In using Microsoft Forms, electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA").

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

* the country receiving the data is considered by the UK to provide an adequate level of data protection;
* the organisation receiving the data is covered by an arrangement recognised by the UK as providing an adequate standard of data protection;
* 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](https://compliance.admin.ox.ac.uk/individual-rights).

***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [athenaswan@nds.ox.ac.uk](mailto:athenaswan@nds.ox.ac.uk).