**Reconnect Partners Network: Online Mailing List Privacy Notice**

**Data protection**

By requesting to join our mailing list 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 send you information about news, events and offers related to the Reconnect Project for Cultural Social Prescribing and creative social prescribing research more widely at Oxford University. We are processing your data for this purpose only because you have given us your consent to do so, by confirming your subscription. You can withdraw your consent at any time by contacting us at [wellbeing@glam.ox.ac.uk](mailto:wellbeing@glam.ox.ac.uk) and/or [sarah.levete@glam.ox.ac.uk](mailto:sarah.levete@glam.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.

We will not provide your data to other parts of the University of Oxford, or to other organisations so they can use it for marketing purposes.

***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.

Where we use a cloud based service provider for our mailing lists we will share your data with them so they can provide the service. 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.

Where we share your data with a third party, 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 fulfil 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 electronic form.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, when we communicate with you using a cloud based service provider that operates outside the EEA such as Survey Monkey/MailChimp/Eventbrite/Wuhoo/etc.

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

* the country receiving the data is considered by the EU to provide an adequate level of data protection;
* the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
* 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***

Under certain circumstances, by law you have the right to:

• **Request access to your data** (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.

• **Request correction of your data**. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.

• **Request erasure of your data**. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).

• **Object to processing of your data where we are relying on our legitimate interests** (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. [You also have the right to object where we are processing your data for direct marketing purposes.]

• **Request the restriction of processing of your data**. This enables you to ask us to suspend the processing of your data, for example if you want us to establish its accuracy or the reason for processing it.

• **Request the transfer of your data to another party**.

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop. However, where you have consented to the processing (for example, where you have asked us to contact you for marketing purposes) you can withdraw your consent at any time by emailing us at [wellbeing@glam.ox.ac.uk](mailto:wellbeing@glam.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 and you may no longer be able to use the site in the same way as you did before.

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](mailto:data.protection@admin.ox.ac.uk) 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.

***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [data.protection@glam.ox.ac.uk](mailto:data.protection@glam.ox.ac.uk) or Data protection, Clarendon Building, Broad Street, Oxford OX1 3BG.