

## Data Privacy Notice for Photography at Radcliffe Department of Medicine symposium 2019

We are committed to protecting the privacy and security of your personal information. This notice describes how we collect and use your photograph, name and contact details, in accordance with the General Data Protection Regulation (GDPR) and associated data protection legislation.

### WE COLLECT

#### PHOTOGRAPHS

Photographs of you at the RDM event. We may use your image in print or online (including social media) for the purpose of promoting this event or any other future promotion of the Department/University.

#### NAME & CONTACT DETAILS

Your name and contact details. We will only use this to record your consent for our records, to contact you about your image in the future and to respond to any queries you may have about your image and our use of it.

### LAWFUL BASIS FOR PROCESSING

We are processing your data for the purposes above only because you have given us your consent to do so, by signing a form. You can withdraw your consent at any time by contacting us at [communications@rdm.ox.ac.uk](mailto:communications@rdm.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. Photographs that have already been used cannot be withdrawn from circulation.

### DATA CONTROLLER

The University of Oxford is the "data controller" for the information that you provide to us. This means that we decide how to use it and are responsible for looking after it in accordance with the GDPR.

### DATA PROTECTION OFFICER

The University's Data Protection Officer can be contacted at:

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

The University's full Privacy Policy can be found on the University Website:

<https://www1.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/>

## ACCESS TO YOUR DATA

Access to your personal data within the University will be provided to those staff who need to view it as part of their work.

## WHERE WE STORE OR USE YOUR DATA

We may store the data we collect in hard copy or electronically. The data is stored on secure servers and/or in our premises within the UK. We may share your data with third parties or transfer your data outside the EEA under certain circumstances. For full details please refer to:

<https://www.medsci.ox.ac.uk/about/data-privacy-notice/sharing-personal-data-with-third-parties>

## 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. The photographs, names and contact details taken at this event will be retained for up to 5 years.

## YOUR RIGHTS

Full details on your rights to access and modify your personal data are available here:

<https://www1.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>

## CONTACT DETAILS

Communications and Public Engagement Manager  
John Radcliffe Hospital  
Headington  
OXFORD  
OX3 9DU  
**Telephone:** 01865 234648  
**E-mail:** [communications@rdm.ox.ac.uk](mailto:communications@rdm.ox.ac.uk)