OCDEM BULLETIN

FOR UNIVERSITY STAFF

WEEK COMMENCING 11 JUNE 2018
ISSUE NO 142

SEMINARS

WEDNESDAY SEMINAR
This week's Wednesday seminar will be hosted by Professor Mark McCarthy and the speaker is Professor Richard Coward of the University of Bristol.

The title of his talk is "**Podocyte Insulin signalling and kidney disease: A complex issue**" The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre, and sandwiches for those attending will be available from 12:45pm.

The OCDEM Wednesday Seminar Series is sponsored by an unrestricted educational grant from the Boehringer-Ingelheim

Friday Seminar
There is no Friday seminar this week

MEDICAL GRAND ROUNDS
Thursday 14 June from 13:00 to 14:00
John Radcliffe Hospital, Lecture Theatre
Neurology: "'When is a headache not a headache?", Dr Zameel Cader
Medical Director's Office
Chair: Prof Hugh Watkins

Oxford Metabolic Health
~ *Inaugural Symposium* ~

Monday 2 July 2018, Richard Doll Building, Old Road Campus

Don't miss a day of talks, posters and networking, showcasing Oxford's breadth and strengths in *metabolism and health* research

Topics covered include diabetes, obesity, cohorts, digital health, the interface between the immune system and metabolism, and much more

Speakers include: Cecilia Lindgren (BDI), James McCullagh (Chemistry), Damian Tyler (DPAG) and Fiona Powrie (Kennedy Institute)

Keynote address from Sir Steve O'Rahilly (Cambridge)

Submit your abstract for poster presentation by 11 June and a chance to be selected for an oral presentation

Register at https://www.medsci.ox.ac.uk/omh by 15 June

For more information contact jane.itzhaki@medsci.ox.ac.uk

WELLCOME CENTRE FOR HUMAN GENETICS

Seminar

"A journey of metabolic discovery: from rare disease and rare variant, to common trait and common variant"

Dr Inês Barroso

Wellcome Sanger Institute

1-2pm, Monday 11 June 2018
Rooms A&B, WHG

wellcome
centre
human
genetics

NUFFIELD
DEPARTMENT of
MEDICINE

USE OF MOBILE DEVICES – REMINDER FORMS TO BE RETURNED TO PERONNEL BY 8TH JUNE

Forms were due back to personnel by Friday last week if you use any mobile devices to **access, process or store University information.** If you have not returned one we will assume that you do not use mobile devices to access, process or store University information.

GENERAL DATA PROTECTION REGULATION (GDPR)

Use of photographs and video

This guidance covers photos or video (images) of people taken for University purposes.

Personal Data

If the image can be used to identify an individual and tell you something about them it is likely that it will be personal data for the purpose of the General Data Protection Regulation (GDPR). People can obviously be identified from names but may also be identified from contextual information e.g. the caption reads: 'This photo shows students working in the Law library'.

The following examples will help you to identify the issues that you need to consider.

Photos of specific individuals/groups

Where an image is clearly of an individual or group of individuals, who are the focus of the image, it will be personal data, and consent is required to use it. Although the GDPR does not specify that consent should be in written form it is strongly recommended that you obtain written consent so that you have a record, in case of subsequent disputes.

Consent forms must explain clearly and fully how the image will be used and how long it will be retained e.g.

I give permission to the University of Oxford for my photograph and written profile to be used in the [Undergraduate Prospectus and University website] and other promotional material for which it may be suitable. Images will be held and used in publicity for up to X years.
Signed
Print name
Date

WORLD CUP SWEEPSTAKE

I am doing a sweepstake for the World Cup. £1 a team with the winner winning £20 and the runner up winning £12.

Please come and see me as soon as possible as the teams are going quickly.

Karen Parish

World Cup 2018 Predictor

Geoff Denwood is intending to run a World Cup Predictor Game during this summer's tournament. The aim is to correctly predict scores and results of the World Cup fixtures. It is very quick and easy to play and it will cost £2 to take part with cash prizes available for those finishing 1st, 2nd, 3rd and last in the standings! Entries need to be in before the tournament kicks off at 4pm on Thursday 14th June. Email geoffrey.denwood@ocdem.ox.ac.uk for a form or if you have any questions.

PERSONAL SAFETY ALARMS

Oxford University Security Services have provided us with a supply of personal safety alarms which are available for issue, free of charge, to any member of OCDEM staff, male or female, who would like one.

If you would like to receive one of these alarms please see Den Carter, with your University id card, and he will happily hand one over.

TRAINING

Referencing: EndNote - Start to finish
18/06/2018 - 09:15 - 16:15
Staff £60/Students £30

This workshop brings together topics covered in the separate Referencing courses from this series, in an immersive 1-day course. We want you to spend less time fighting with your papers and more time thinking about your research!

If you need to get your research reading properly organised, collecting papers and references and citing them in your own work, then a reference management app is what you need. "Start To Finish" is an immersive boot-camp, where you will discover how EndNote and Word work together to save you time. You will explore how to set up a workflow that suits you for collecting references, and how to keep your growing library helpfully organised.

This course is aimed at anyone who is preparing papers, theses, reports and books, and needs to manage a collection of references and cite them in their own written work, It is taught using EndNote X8 and is available to Windows and Mac users.

Window users - Book and pay

Mac users - Book and pay

Spreadsheets: Start to finish
This "boot camp" is for those who need to quickly get up to speed working with spreadsheets. It brings together topics covered in our separate spreadsheet courses into an immersive 2-day session including:

- Good practice with spreadsheets
- Charts
- Inheriting spreadsheets
- Designing robust spreadsheets
- Lookups
- PivotTables

The course will be taught using Excel 2013 and is ideal for anyone who needs to work with spreadsheets, build spreadsheets to be used by others, or adapt an existing spreadsheet.

13/06/2018 and 14/06/2018 (both sessions 09:15-15:15)

Staff £100/Students £50

Book and pay

Traffic Alert: 27 and 28 June

University-wide undergraduate Open Days will be held on Wednesday 27 and Thursday 28 June. These events are aimed at prospective undergraduate applicants and their families, whom we encourage to visit Oxford to learn more about courses, colleges and the University in general.

Several thousand visitors are expected, and so the traffic is likely to be heavy. Extra buses will be put on at the Park & Rides, but there may still be delays so you may want to allow extra time to get to work. If you would like to find out more about any potential disruptions to your journey, please see Oxfordshire County Council's live travel information.

We know that Open Days are very significant in helping students decide which universities to apply to and we are very grateful to all those staff and students who are involved in making these events a success.

If you have any queries, please contact opendays@admin.ox.ac.uk.

Rail closures 7-22 July

You may be aware that there are currently major rail upgrade works in Oxfordshire which will result in railway line closures through Oxford station for a two week period from 7-22 July 2018, inclusive.

For full information see: www.gwr.com/travel-updates/planned-engineering/oxford2018

Parent/Carers Group
Next session
Tuesday 17 July 2018 at 10.00am

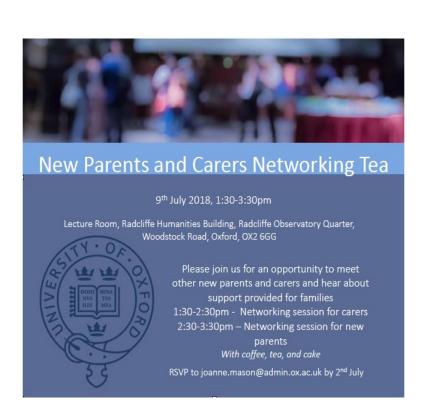*Do you have questions or want to share information/experiences with fellow parents/carers?*

The parent/carers group is a useful way for staff to share tips and advice. All staff are welcome to attend.

10:00am
Large Seminar Room

To sign up contact
ocdem.personnel@ndm.ox.ac.uk

New Parents and Carers Networking Tea

9th July 2018, 1:30-3:30pm

Lecture Room, Radcliffe Humanities Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG

Please join us for an opportunity to meet other new parents and carers and hear about support provided for families
1:30-2:30pm - Networking session for carers
2:30-3:30pm – Networking session for new parents
With coffee, tea, and cake

RSVP to joanne.mason@admin.ox.ac.uk by 2nd July

Important changes to parking permit applications for 2018-19

The way University parking permits are applied for is changing. The permit application process is going paperless, with the aim of cutting costs and reducing the administrative workload for departments.

Please tell your colleagues that they need to visit http://www.admin.ox.ac.uk/estates/ourservices/travel/car/parking-forms/ and set up an online account if they wish to apply for a parking permit for 2018/19. Holders of accounts with Planon-related services such as FM Online and FacilityNet can use their existing credentials and do not need to set up a separate account.

The deadline for submitting permit applications for 2018/19 permits is 24 August 2018.

The new system will have several benefits:

- Applicants can apply online and track the progress of their application
- There is an online form for each type of permit to ensure we capture the information we need
- Departmental administrators will no longer need to process off-peak permits

Details of how the new system will work, including further guidance for administrators, are available at http://www.admin.ox.ac.uk/estates/ourservices/travel/car/parking-forms/. Please note that applications for 2017/18 permits should be sent to Security Services as before, using the existing paper forms at http://www.admin.ox.ac.uk/estates/ourservices/travel/parking-forms/