

Privacy notice for NDCLS Member Survey, Spring 2026

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: gauge member satisfaction, collate suggestions for improvements, etc.

We are processing your data for this purpose/these purposes only because you have given us your consent to do so by ticking the relevant box(es) on the consent form. You can withdraw your consent at any time by contacting NDCLS at Stephen.Minay@ndcls.ox.ac.uk or 01865 220522. 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 at the following link: <https://infosec.ox.ac.uk/handling-information>

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](#).

Contact

If you wish to raise any queries or concerns about our use of your data, please contact NDCLS at Stephen.Minay@ndcls.ox.ac.uk or **Stephen Minay, Room 4A127, Level 4, Academic Block, John Radcliffe Hospital, Headington, Oxford, OX3 9DU.**