

## Privacy Notice: Photographic images and videos taken at making Materials Matter events managed by Oxford Materials

### Data protection and mailing lists

In the course of completing the photo consent form, you have provided information about yourself ('personal data').

We (the Universities of Oxford, Cambridge, Sheffield and Imperial College London) 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. This includes the Privacy and Electronic Communications Regulations which apply to unsolicited direct marketing by electronic means.

This privacy notice applies to you if you:

- have given consent to the University of Oxford to use images of yourself taken at an event, in any promotional material for the University for which it may be suitable.
- have given consent and approved of its terms as a parent/legal guardian of the person under the age of 18 whose image has been taken.

### How we use your data

With your consent, the Universities of Oxford, Cambridge, Sheffield and Imperial College London may use your image in print or online (including social media) for the purpose of promoting the event at which it was taken or any other future promotion of the Universities. They will not share your image with any third party without your consent.

You may withdraw your consent at any time by contacting The Department of Materials Science, University of Oxford, in which case we will cease to use the photographs. Photographs that have already been used cannot be withdrawn from circulation. By signing the consent document you agree to release and discharge the Universities of Oxford, Cambridge, Sheffield and Imperial College London from any and all claims and demands arising out of or in connection with the use of your image, including, without limitation, any and all claims for invasion of privacy, right of publicity and defamation.

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.

The personal data collected on the consent form (name and signature) will be held securely and will only be used for administrative 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.

### **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/>

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

We store and use your data on University premises in 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 us at

[Schools.liaison@materials.ox.ac.uk](mailto:Schools.liaison@materials.ox.ac.uk)