

Privacy notice for surveys, workshops and focus groups

Data protection

In the course of completing this survey/attending this focus group or workshop, 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: monitor equal opportunities and ensure recommendations made during the course of this project are inclusive to the needs of the community.

We are processing your data for 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 us at integrate@imm.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.

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.

We may share your data with companies who provide services to us, such as for hosting online surveys, cloud data storage. 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.

We will not share identifiable data outside of this project, however we may share non-identifiable data with the following organisations for the reasons indicated:

- INTEGRATE Project Team Members in Health Data Research UK (HDRUK), Cancer Research UK (CRUK) data Science Community Support Unit, University of Dundee who will assist in interpretation of data throughout the project.
- Professional workshop facilitators in the case of workshops may be used to run workshop activities. In this case, professional facilitators will be selected who comply fully with university of Oxford and GDPR regulations around personal data.
- Other awards funded by the Medical Research Council as part of the Biomedical Data Science Leadership Award to ensure best use of data and impact. Only non-identifiable data will be shared in these cases. We will ensure all partners are fully compliant with University of Oxford and GDPR regulations around the use of personal data and data will only be shared if specific data sharing agreements. To learn more about the other Biomedical Data Science Leadership Award groups, see the following links:
 - [HxC: Healthier Science through Collaboration | UK DRI](#)
 - [The BIOMEDASA Project - Computational Biology Facility - University of Liverpool](#)
 - [Advancing Biomedical Data Science Careers | The Alan Turing Institute](#)
 - [Leeds Institute for Data Analytics Secures £500k MRC Funding for Biomedical Data Science Leadership Project | Faculty of Biological Sciences | University of Leeds](#)
- At the end of the project, anonymised data will be archived on secure data storage platforms e.g. Oxford Research Archives to promote the sharing of knowledge across the academic community. No personal data will be accessible on this platform.

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 personal data for as long as is required, or until project end (whichever is sooner), with the exception of data relating to consent records. Consent records will be held until 31st December 2029 (3 years after project completion).

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.

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 Microsoft OneDrive and JISC online Surveys.

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

- the country receiving the data is considered by the UK to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the UK as providing an adequate standard of data protection;
- 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 rights¹

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 integrate@imm.ox.ac.uk or:

Prof David Sims

david.sims@imm.ox.ac.uk

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