

## **PRIVACY NOTICE**

### ***Data protection: Beyond Boundaries Artwork Competition***

We (the University of Oxford)<sup>1</sup> take your privacy and that of your child seriously. This privacy notice tells you what we are doing with your and your child's data and how we will keep it safe. 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 General Data Protection Regulation and associated data protection legislation.

### ***How will we use your and your child's data?***

We need to process your and your child's data for the following purposes, related to the Beyond Boundaries Artwork Competition: registering your child's entry for the competition, reviewing your child's artwork submission, contacting and announcing winners and runners-up, exhibiting and publicising your child's artwork, and evaluating the project.

Parental or guardian data (name, telephone number, and email address) will be processed only as proof of consent for your child's participation, and in order to contact the winners and runners-up and those selected for the public exhibit, and for collecting feedback for the project evaluation.

Your child's data (name, age, school year, school name, and artwork description) may be used to identify the creator of the artwork, including on displays at the Oxford University Museum of Natural History and in the MPLS Division and departments. We may also use their data in publicity or promotional material related to the competition, including on University websites.

If you choose to submit details of your child's gender and/or race or ethnicity, it will be used solely for evaluation of the project. It will not be shared with the judging panel, it will not be made public, and it will not be used in our publicity materials. Only aggregated (anonymous), data will be included in the evaluation report.

We are processing your and your child's data for these purposes only because you have given us consent to do so, by completing and signing your child's entry form. You can withdraw your consent at any time by contacting us at [diversity@mpls.ox.ac.uk](mailto:diversity@mpls.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 and your child's data?***

Access to parent or guardian 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. Your child's data (name, age, school year and school) may be shared publically as described above, in relation to the Beyond Boundaries competition.

### ***How long will we keep your and your child's data?***

We will only retain your and your child's data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements. If you choose to submit details of your child's gender and/or race or ethnicity, we will keep it until the project evaluation is completed, at which point it will be deleted.

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<sup>1</sup> The University's legal title is the Chancellor, Masters and Scholars of the University of Oxford.

### ***How will we keep your and your child's data safe?***

Your and your child's 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](#).

### ***How will we store and use your and your child's data?***

We store and use your and your child's data on University premises, in both a manual and electronic form.

### ***What are your and your child's rights?***

The General Data Protection Regulation (GDPR) is designed to put you in control of how your personal information, or your child's personal information, is collected and used. It gives you these rights:

- **To see what information we have about you or your child**  
The right to be informed allows you to ask for full details of the personal information we hold on you or your child.
- **To change the information**  
The right to ask us to correct anything that you think is wrong with the personal information we have on file about you or your child, or if it is incomplete.
- **To be forgotten**  
The right to erasure allows you to ask us to delete you or your child's personal information.
- **Stop us using the information**  
The right to object allows you to tell us to stop using your or your child's information.
- **Change how the information is used**  
The right to restrict processing allows you to ask us to only use or store your or your child's information for certain purposes.
- **Move the information**  
The right to data portability allows you to ask for and download your or your child's personal information electronically, so you can move it, copy it or keep it for yourself.

Further information on these rights is available from the [Information Commissioner's Office](#).

You can withdraw your consent for the processing of your and your child's data at any time by contacting us at [diversity@mpls.ox.ac.uk](mailto:diversity@mpls.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.

### ***Contact***

If you wish to ask any questions about our use of your or your child's data, or want to exercise any of the rights described above, please contact us at [diversity@mpls.ox.ac.uk](mailto:diversity@mpls.ox.ac.uk). Please note that we may keep a record of your communications to help us resolve any issues which you raise.

You can also contact the University's Data Protection Officer at [dataprotection@admin.ox.ac.uk](mailto:dataprotection@admin.ox.ac.uk).