**Privacy Notice**

**Trustee and Senior Officer Eligibility Form**

**Data protection**

In the course of completing this form, 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: verify your eligibility to be a trustee of or hold a senior management role in the University.

We need to process your data for this purpose: verify that the relevant officers are not disqualified from holding a senior management role in a charity and that members of Council are not disqualified from being a charity trustee pursuant to the Charities Act 2011 (or the Charities (Protection and Social Investment) Act 2016, at the discretion of the Charity Commission), and in order to verify that officers and trustees would meet the requirements of the “fit and proper persons” test applied by HMRC in allowing the University to claim charity tax reliefs.

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 internal or external audits. 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 may also share your data with the following organisations for the reasons indicated:

1. HM Revenue & Customs and any other regulatory body to which the University is subject;
2. If we are required to disclose the information in response to requests under the Freedom of Information Act (FOIA);
3. With third parties proposing to enter into a relationship with the University who require such information for the purposes of integrity or sanction screening checks. Such information will be disclosed on the grounds that it is kept strictly confidential, and only used for the specified purposes.

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 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://compliance.admin.ox.ac.uk/how-we-use-your-data).

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

We store and use your data on University premises, in electronic form.

Electronic data may be transferred to, and stored at, a destination outside the United Kingdom (UK), for example, when provided in response to integrity or sanction screening checks.

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 rights***

Information on your rights in relation to your personal data are explained [here](https://compliance.admin.ox.ac.uk/individual-rights).

***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at compliance@admin.ox.ac.uk or

Compliance Team, Assurance Directorate, University Offices, Wellington Square, Oxford OX1 2JD