**Privacy notice**

**Data protection**

In the course of completing this application for a place on the MPLS Pathways course, you will 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 General Data Protection Regulation and associated data protection legislation.

***How we use your data***

1) We will use your data to communicate with you about your application, and if you are offered and accept a place on the course, to communicate with you and carry out administrative arrangements for the course, including arrangements for evaluating the course after it is finished.

We need to process your data for these purposes in order to fulfil our contractual obligations to you in relation to the course.

2) We will use your data to help monitor registration and attendance numbers on our courses in order to assess demand, and for reporting purposes. As part of this activity we report regularly to departments about non-attendance by their students / research staff. If, as part of our attendance monitoring, you are found to be repeatedly registering for and then not attending courses without prior notification, your personal data will be included in such reports.

We need to process your data in this way to meet our legitimate interests in providing training courses for researchers in the MPLS Division, and in reporting to the MPLS departments and other University bodies on engagement with our courses.

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 and/or process 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 both a manual and electronic form.

***Your rights***

Information on your rights in relation to your personal data are explained [here](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/).

***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [training@mpls.ox.ac.uk](mailto:training@mpls.ox.ac.uk).