



Privacy Policy – general

Data protection

In the course of your enquiry with us, 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 General Data Protection Regulation and associated data protection legislation.

How we use your data

We will use your data to provide you with venue services and, if you have given us your consent to receive marketing emails, to send you occasional news and information about our venues and offers.

We are processing your data for these purposes only because you have given us your consent to do so, by completing our booking contract or signing our web form or giving us written confirmation. You can withdraw your consent at any time by contacting us at venueenquiries@admin.ox.ac.uk or 01865 276905. 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 catering, AV, marquee and other equipment hire. 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.

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.



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We will retain your data for seven year (s). If you have not been in contact with us after this seven year period we will remove you from our mailing list.

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](#).

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 MailChimp.

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

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
- 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.



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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 venueenquiries@admin.ox.ac.uk or Oxford University Event Venues, Examination Schools, 75-81 The High Street, Oxford, OX1 4BG.

EXAMINATION
Schools

SHELDONIAN
Theatre

OSLER
House

ST LUKE'S
Chapel