



Privacy notice for BioEscalator Tenant Survey 2023

Data protection

In the course of completing the BioEscalator Tenant Survey 2023 form, you have provided information about yourself ('personal data'). We (The BioEscalator, 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 help us improve the BioEscalator's offering/services and assist with the planning of additional BioEscalator space on a new translational research campus.

We are processing your data for these purposes only because you have given us your consent to do so, by completing and submitting the form¹. You can withdraw your consent at any time by contacting us at bioescalator.communications@medsci.ox.ac.uk or +4401865 618800. 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. 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.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

Retaining your data

We will retain your data for as long as we need it to fulfil 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.

¹ Assumes consent is sought in a separate section of the form.

Where we store and use your data

Electronic data may be transferred to, and stored at, a destination outside the United Kingdom (UK), for example, [when we communicate with you using a cloud-based service provider that operates outside the United Kingdom (UK).

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 rights²

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 bioescalator.communications@medsci.ox.ac.uk or phone +44 (0)1865 618800

² A link can be used in the vast majority of cases where the privacy notice will be available electronically. However, where hard copy privacy notices are to be made available to data subjects, this section should contain all of the text which can be found at <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>.