

The Oxford University Society Bristol and Bath (OUSBB) is committed to being transparent with you about how we use your personal data. We are dependent on the goodwill of our members to function as a society and treating your personal data with respect is essential to our relationship with you. If you have any questions or concerns about how we are handling your personal data please contact secretary@oxford-bristolbath.org

Personal data is information from which you can be identified and which relates to you. Examples include your name, which college you attended and photographs of you. In this notice we also refer to personal data as your information.

OUSBB is run by a committee of volunteers who are responsible for looking after the personal data held by the society. Please see our website (www.oxford-bristolbath.org) to learn more about the current committee members.

What information do we hold about you and why do we use it?

The following are the common types of information which we hold. In most cases we obtain this information from you.

- Your name and contact details such as your email address, postal address and telephone number.
- Information about your occupation if you have provided this to us.
- When you attended Oxford University, your college and what you studied.
- Details of any guests who you bring along to events.
- Dietary requirements and any other information which you provide to us regarding your attendance at events.

Your information is used for the following reasons:

1. To contact you about our upcoming events and other relevant news.
2. To let you know how you can support our Outreach programme. Either by donating or by volunteering your time. The purpose of our Outreach programme is to tell local children and others (for example, their parents, teachers and the wider community who may not know much about Oxford, or may have preconceptions about Oxford) about the University and to assist with their applications. If you volunteer to help us with our Outreach programme, we will use any information you give us to assist us with this work.
3. If you sign up for an event we use your information to run that event.
4. We often prepare name badges for the attendees of our events. This helps our members to get to know each other better. Other attendees will be able to see that you are attending an event when they collect their own badge. We may also make attendance lists available at events.
5. If you attend an event where we serve food we may hold information about your dietary requirements or those of your guest.
6. We sometimes use event hosting platforms e.g. Picatic and Eventbrite. Where this is the case, we will obtain the information which you provide through that platform, such as, your name and matriculation year.

7. We often take photographs at our events which are published on our website or Facebook page. We may also take videos. The photographer will always make his or her presence known. If you would prefer that we did not take your photograph or include you in a video please tell a member of the Committee or the photographer when you attend an event. We will not publish your name alongside any photographs or videos unless you have consented to us doing so.

Sharing your information

We will only share your information outside of the Committee members of the Oxford University Society of Bristol and Bath where we have a good reason to do so. For example:

- We may need to share your dietary requirements with restaurants or caterers used for our events.
- If you offer to help with our Outreach programme, we may share your name with a local school or local children if you are going to be helping them.

We use other organisations to assist us with our work. These organisations only use your information on our behalf and in accordance with our instructions. In data protection terms they are our “processors”. For example, the Committee members use computer software and email to run the society and therefore your information may be shared with the software company.

Our legal basis for using your information

We will normally use your information on the basis that it is in our legitimate interest to do so for the purposes outlined in this notice. These legitimate interests are making sure our events run smoothly, being able to contact you and publicising our work as a society.

If you have paid to attend an event we will use your information to fulfil our contract with you.

On occasions we will ask for your consent to use your information. For example, we ask for your consent to add you to our mailing list to receive our emails.

If we have asked for your consent, you may withdraw your consent at any time by emailing secretary@oxford-bristolbath.org. For example, if you would like us to stop using any photographs where we have asked for your consent. Please note that the use of your information before you withdrew your consent remains valid.

For how long do we keep your information?

We hope to have a relationship with you for a long time. This means that we are likely to keep some of your information (such as your contact details) indefinitely unless you ask us not to.

We will only keep your information for as long as we need to. When determining for how long to keep your information we will take into account a variety of considerations such as legal issues.

Your rights

You have certain legal rights in your information. If you would like to exercise any of the rights below please contact secretary@oxford-bristolbath.org

- Right of access: this is sometimes known as making a subject access request. You are entitled to a copy of the personal data which we hold about you together with other information, such as, the purposes for which we use your information and for how long we keep it.
- Right of erasure (otherwise known as the right to be forgotten): you are entitled to have information which we hold about you deleted under certain circumstances e.g. if we no longer need it or if you are relying on your consent to use it and you withdraw your consent.
- Right of rectification: if you think that we hold inaccurate information about you please let us know.
- Right to restriction: we can only store your information in certain cases, such as, while we check its accuracy if you have exercised the right of rectification.
- Right to object: you can object to us using your information where:
 - We are relying on the legal basis of legitimate interests.
 - We are using it for direct marketing e.g. to send you emails about upcoming events.

You have the right to complain about how we have used your information to a supervisory authority. In the UK this is the Information Commissioner's Office - <https://ico.org.uk/make-a-complaint/>

However, please do let us know first if you have any concerns so that we may address these for you.

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