

## GDPR Privacy: Oxford Brookes Poetry Centre

**Oxford Brookes University (OBU)** will be the Data Controller of any personal data that you supply. This means that they will make the decisions on how your data is used and for what reasons. You can contact OBU's Information Management Team on 01865 485420 or email [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk).

### **Why do we need your data?**

To send you information about the Poetry Centre, which may include the Weekly Poem e-mail/newsletter and details of our International Poetry Competition.

### **OBUs legal basis for collecting this data is:**

- You consent to providing it to us.

**If OBU asks you for sensitive data such as: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, data concerning health or sexual life, genetic/biometric data or criminal records OBU will use these data because:**

- You have given OBU explicit consent to do so.
- OBU need to use this data for scientific or research purposes.

Please note that the Poetry Centre does not expect to ask you for any of this kind of data.

### **Who will OBU share your data with?**

We will not share your data with any third party without your consent.

### **Will OBU transfer my data outside of the EEA?**

No.

### **What rights do I have regarding my personal data that OBU holds?**

- You have the right to be informed
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- the right to object to OBU using your data
- You have rights in relation to using your data automated decision making and profiling.

### **Are there any consequences of not providing the requested data?**

No, although if you do not provide us with some requested data, such as your e-mail address, we will not be able to send you information about the Poetry Centre and its activities which may be of interest to you.

### **Will there be any automated decision making using my data?**

No.

### **How long will OBU keep your data?**

In the case of the Weekly Poem, we will retain your data (e-mail address and first name and surname if you provide it) until you choose to unsubscribe from the mailing list.

In the case of the International Poetry Competition, we will ask you when you enter if you agree to us contacting you about the competition and other Poetry Centre activities in the future. If you agree to this, we may occasionally e-mail you, but you may unsubscribe at any time.

**Who can I contact if I have concerns?**

You can contact the Information Management team.

Postal Address: GDPR Queries, Information Management Team, IT Services, Room 2.12, Gibbs Building, Headington Campus, Gypsy Lane, Oxford, OX3 0BP

Email: [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk)

Tel: 01865 485420