

Data Protection Privacy Notice :
Humanities and Social Sciences (HSS) Partnerships and Placements Providers

Oxford Brookes University (Oxford Brookes) will be the Data Controller of any personal data that you supply to us in relation to placements. This means that Brookes will make the decisions on how your data is used and for what reasons.

Why do we need your data?

For the purpose of facilitating Oxford Brookes Faculty of Humanities and Social Sciences placements.

Brookes' legal basis for collecting this data is:

You consent to providing it to us.

We need to use this to enter into a contract with you or maintain an existing one.

What types of personal data will we use?

Names/job titles, phone numbers, emails.

Organisation names, phone numbers, addresses.

Experience (and related training where relevant) of hosting Oxford Brookes students on Oxford Brookes Faculty of Humanities and Social Sciences placements.

Who will we share your data with?

Oxford Brookes students with your permission. If the data is publicly available, we will not seek your permission.

Oxford Brookes staff.

Will Brookes transfer my data outside of the EEA?

Brookes may store data about the Placement. Oxford Brookes stores data on Google drive and Google stores data overseas. We refer you to the Google website to see where they store data

What rights do I have regarding my personal data that Oxford

Brookes holds? • You have the right to be informed (by Privacy Notice)

- 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 data portability
- 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 object to Oxford Brookes using your data.

Where did Oxford Brookes source my data from?

The information about you was provided by your organisation.

Are there any consequences of not providing the requested data?

The stated activities will not be facilitated.

Will there be any automated decision making using my data?

No

How long will Oxford Brookes keep your data?

In accordance with Oxford Brookes Retention Policy (21.11.6 Organisation of work placements for students - End of placement + 6 years)

Who can I contact if I have concerns?

If you have concerns about placements, you need to contact the HSS Partnerships and Placements office in the first instance: [email hss-employability@brookes.ac.uk](mailto:hss-employability@brookes.ac.uk) or education-schoolexperience@brookes.ac.uk

If you have concerns about Data Protection, you can contact the Oxford Brookes Information Compliance team.

Postal Address: Data Protection Queries, Information Management Team, IT Services, Room 2.12, Gibbs Building, Headington Campus, Gipsy Lane, Oxford, OX3 0BP. Email: info.sec@brookes.ac.uk

Oxford Brookes Privacy Notices can be found at:

<https://www.brookes.ac.uk/about-brookes/structure-and-governance/policies-and-financial-statements/privacy-policy/>

If you wish to seek independent advice, you can contact brookesdpo@brookes.ac.uk If you wish to contact the national regulator, you can contact the Information Commissioner's Office and the website is ico.org.uk.

HSS Partnerships and Placements Office June 2021