



Oxford Brookes Business School – Business & External Engagement Privacy Notice

Oxford Brookes University (Oxford Brookes/the University) and Oxford Brookes Enterprises Limited (or OBEL) are committed to protecting the privacy and security of personal data. Personal data is information that could identify you.

The University will be the Data Controller of any personal data that you supply. This means that Oxford Brookes (and/or OBEL) will, in accordance with UK data protection and privacy law, make the decisions on how your data is used and for what reasons.

The purpose of this privacy notice is to:

- be transparent about the information we collect and store about you and its use
- comply with our obligations under data protection and privacy law

The University publishes additional privacy notices applicable to other groups, facilities and activities. Subject to your circumstances, other notices may also apply to you so please read this privacy notice in conjunction with [other applicable privacy notices](#).

Why we are emailing you

You have previously confirmed that you are happy to receive this information from us; or

We have sourced:

- a) your business email address from an approved third party data supplier to enable us to send you information about products and services which may be of interest to your organisation or
- b) your personal / business email address through prior communications with us, enabling us to send you information about products and services which may be of interest to your organisation

By providing your data you consent to the University using your data for this purpose and to future communications of this nature. At any time you can unsubscribe by emailing obbs-bee@brookes.ac.uk with the subject line “UNSUBSCRIBE”



Why we need your data

The personal data provided by you may be used for marketing and/or delivery of educational services. This may be so that you can attend a course, function or event. Those organising may need your contact details and information about you to facilitate your participation.

The University or OBEL's legal basis for collecting or processing your data is:

- **Consent:** you have given clear consent for us to process your personal data for a specific purpose.
- **Legitimate interests:** the processing is necessary to meet your legitimate interests, those of Oxford Brookes (or OBEL) or the legitimate interests of a third party.
- **Contract:** the processing is necessary in order for you to enter into a contract or for the performance of a contract to which you are a party;
- **Public task:** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; this usually means that the processing is associated with the University's core business, for this processing ground to apply
- If you are sharing sensitive data (Special Category) 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 record, it is lawful for this data to be processed because one of the following processing grounds (exemptions) applies:
 - You consent to share this information
 - Oxford Brookes (and/or OBEL) needs to use this data for employment, social security or social protection law, or a collective agreement
 - Oxford Brookes (and/or OBEL) needs to use this data to protect you or others from the risk of harm where consent can't be given
 - This information is already made public (lawfully)
 - Oxford Brookes (and/or OBEL) needs to use this data for legal purposes
 - Where the processing relates to criminal convictions, under the control of official authority or when the processing is authorised by Union or Member State law providing for appropriate safeguards for the rights and freedoms of data subjects. This processing will be in accordance with national legislation after the withdrawal period.

What types of personal data will Oxford Brookes University use?

- **For general communications**
 - Your email address
 - Your name
 - Your organisation name and job title (where applicable)
- **Additionally for course enrolments and other related activities**
 - Date of Birth
 - Home Address



- o Information relevant to your professional development, such as a CV or a personal statement
- o as well as special category personal data, including for example **your** ethnicity (for statistical purposes) or it may be possible to imply your faith from your dietary requirements. We may need to know what reasonable adjustments are needed to facilitate your attendance, for example

Personal and Special Category or sensitive data will only be collected processed and stored where it is necessary to do so

Are there any consequences if you do not provide the requested data?

If you do not provide full contact data, then our communications with you may be affected and you may not be able to take part in an event, course or function

Will there be any automated decision making using my data?

No

How long will Oxford Brookes keep your data?

Your contact details may remain on a marketing list for 3 years from when it was added, or to the point you choose to unsubscribe.

For educational programmes, we will hold your data for up to 6 years

Who will Oxford Brookes share your data with?

Oxford Brookes and OBEL use software to support data processing. The software companies provide processing and storage facilities. Please look at their Privacy Notices to see how they may process your information. Here are the details:

Our dedicated server is hosted by UKFAST

- o <https://www.ukfast.co.uk/terms/privacy-policy.html>
- The software is managed by EngageCRM
 - o <https://www.engagecrm.co.uk/privacy-policy/>
- Those who register with us for third-party accreditation/certification (e.g. Institute of Leadership and Management) will have their relevant data shared with the relevant organisation.
- Oxford Brookes and OBEL uses the [Google suite](#)
- Meetings may be held using [Zoom](#) , [Microsoft Teams](#) or Googlemeet

Will your data be shared, transferred or stored outside the UK?

If you are overseas and we contact you then your data may be shared overseas.



The companies hosting your personal information may store and process data overseas.

What rights do I have regarding my personal data that Oxford Brookes 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
- You have the right to object to Oxford Brookes using your data
- You have the right to object to automated decision making and profiling

Your rights will depend on the legal ground used to process your data.

Whom can you contact if you have concerns?

You can contact:

- the Business and External Engagement Team for general enquiries via obbs-bee@brookes.ac.uk
- the Information Security Management Team via info.sec@brookes.ac.uk if you have a concern about Data Protection matters or if you want to exercise your rights under Data Protection or Freedom of Information law;
- Oxford Brookes' Data Protection Officer via BrookesDPO@brookes.ac.uk who ensures that Data Protection provisions are applied lawfully in Oxford Brookes;
- the Information Commissioner via the website ICO.org.uk, who is the national regulator for Data Protection or Freedom of Information matters.