

GDPR Privacy Template

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.

Why do we need your data?

To obtain accurate data for supplier set ups across the University.

OBU's legal basis for collecting this data is:

To enter into a contract with you or maintain an existing one

What types of personal data will Oxford Brookes University use?

Name

Address

Bank details

Who will OBU share your data with?

Oxford Brookes will not share your personal data with any other third parties without your explicit permission unless required to do so under UK law.

Will OBU transfer my data outside of the UK?

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?

Absence of or incorrect data may result in delayed, misdirected or non payment on receipt of goods, services or works provided.

Will there be any automated decision making using my data?

No

How long will OBU keep your data?

The data will be kept for the duration of the contract, plus 6 years, if you contract with OBU. If there is no contract, it will be kept for 6 years.

Whom 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, Gipsy Lane, Oxford, OX3 0BP

Email: info.sec@brookes.ac.uk

Tel: 01865 485420