

University of Oxford

Department of Education

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Privacy notice – for settings registering their interest in Communicating mathematically in algebra – An online professional development tool

Introduction

This privacy notice will inform you how the delivery team at **University of Oxford, Department of Education** look after your personal data when you register your interest to take part in **Communicating mathematically in algebra – An online professional development tool**.

Purpose and lawful basis for processing

It is necessary for us to process some information about you ('personal data') so that we can contact you with relevant information about the programme, what it will involve and what you need to do to sign up.

We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the UK General Data Protection Regulation and associated data protection legislation.

The lawful basis we rely on for processing your personal data is legitimate interests under article 6(1)(f) of the GDPR. These interests are as per the above purposes.

What we need and why we need it

We collect your name and email address so that we can send you further information about the opportunity to take part in this programme. We also request limited work information, such as job title and school name, to help us understand who is interested in taking part.

Who will we share personal data with?

We will share your name, job title and email address with the Education Endowment Foundation (EEF) who are funding this work. This is so that they are aware of who has expressed an interest in taking part for their own monitoring purposes. For more information, see [EEF's privacy notices](#).

Your data will be processed using providers of administration software, such as Microsoft Office, Instructure Canvas, and Qualtrics.

How long we keep it

The information you provide when you register your interest will be kept until the end of the project.

Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the [University's Information Security website](#).

Where we store and use your data

We store and use your data on University premises.

What are your rights?

Under the General Data Protection Regulation (GDPR), which came into effect on 25 May 2018, you have rights in relation to the information that we hold about you (your 'personal data'). Information on your rights in relation to your personal data are explained [here](#).

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at research.management@education.ox.ac.uk or at the Department of Education postal address above.