



2nd ESCAPE Citizen Science Workshop

Privacy Notice

Scope

1. This document sets out what we do with your personal data in relation to the Second ESCAPE Citizen Science Workshop.
2. This document applies to you if you have registered for and attended the workshop.

Who we are

3. The Open University is the data controller in relation to the processing activities described below. This means that the Open University decides why and how your personal information is processed.
4. Where this document refers to “we”, “our” or “us” below, unless it mentions otherwise, it’s referring to the Open University

What information do we collect about you, and how do we collect it?

Information that you give to us

5. We collect information that you supply when you register for the workshop, such as your name and contact details. This information is held by the OU Information Rights team, and will be stored separately to any other records the University holds about you.

Information that we collect automatically

6. We do not collect information about you automatically.

Information that we receive from third parties

7. We do not receive information from third parties about you.

How do we use your personal information?

8. We need to know some information about you so we can send you the information you need to participate in the workshop, and to contact you about it if necessary. We have a legal obligation under Data Protection legislation to do this. If you make a complaint or appeal in respect of your request, it is in our legitimate interest to process your personal data for this purpose.
9. We also use personal data to analyse how successful our activities have been. For example to see if groups of people with the same characteristics such as age group, gender, location etc respond more positively than other groups to a certain types of

communication. This is in our legitimate interest, as it helps us to be more efficient in planning and improving our activities and communications.

Who do we share your information with?

10 We do not share your information with third parties.

Do we transfer information outside the EEA?

- 11 Generally, information you provide to us is stored on the IN2P3 systems that are located within the EEA.
- 12 However, there could in principle be times when we do need to store information outside the EEA. If we transfer your information outside of the EEA, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy. This would either be imposing contractual obligations on the recipient of your personal information, or ensuring that the recipients are subscribed to 'international frameworks' that aim to ensure adequate protection. For example, we would ensure that a US based supplier has signed up to "Privacy Shield".

How long do we keep your personal information for?

- 13 The Information Rights office will keep your contact details and information about your request for a maximum of seven years as this is the maximum time within which you could bring a legal claim.

Your rights

14 You have a number of rights in relation to your personal information, which apply in certain circumstances. In order to exercise any of these rights, please contact us using the details in section 9 of this document.

15 You have the right

- To access your personal information that we process
- To rectify inaccuracies in the personal information that we hold about you

In some circumstances, you also have the right

- To have your details removed from systems that we use to process your personal data
- To restrict the processing of your personal data in certain ways
- To obtain a copy of your personal data in a structured electronic data file
- To object to certain processing of your personal data by us
- To request that we stop sending you direct marketing communications.

If you are concerned about the way we have processed your personal information, you can complain to the Information Commissioner's Office (ICO). Please visit the ICO's website www.ico.org.uk for further details.

Contact us

16 Please direct any queries about this document or about the way we process your personal information to our Data Protection Officer using the contact details below.

- Email data-protection@open.ac.uk
- Telephone +44 (0)1908 653994
- By post: The Data Protection Officer, PO Box 497, The Open University, Walton Hall, Milton Keynes MK7 6AT.

Alternatively, please feel free to contact the workshop organisers as listed on the IN2P3 site.