**Privacy notice for applicants in the Recognition of Distinction exercise**

**Data protection**

In the course of completing this application, you have provided information about yourself (‘personal data’). 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 General Data Protection Regulation and associated data protection legislation.

***How we use your data***

We will use your data to assess your application.

If you are a university employee, equal opportunities information provided will be transferred to your Personnel record where currently missing.

We need to process your data for this purpose to meet our legitimate interests in assessing your application for Recognition of Distinction.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

***Who has access to your data?***

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purpose described above.

We will share your data as follows.

Independent assessors chosen by the divisional Recognition of Distinction Committee will see your application.

The divisional Recognition of Distinction Committee and the Senior Appointments Panel will see your application, references and independent evaluations, and any disclosure of personal circumstances.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

***Retaining your data***

We will retain in electronic form your application, references and evaluations, and a list of assessors approached, for three years after the end of the exercise in which you have applied. We retain indefinitely lists of all applicants and outcomes, copies of outcome letters, and divisional Recognition of Distinction Committee reports.

***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](https://www.infosec.ox.ac.uk/).

***Where we store and use your data***

We store and use your data on University premises, in both a manual and electronic form.

Your application may be sent to an independent assessor at a destination outside the European Economic Area ("EEA"), who will be asked to keep it securely and destroy it when it is no longer needed.

***Your rights***

Information on your rights in relation to your personal data are explained [here](https://compliance.admin.ox.ac.uk/individual-rights#:~:text=Your%20rights%20under%20the%20General%20Data%20Protection%20Regulation&text=The%20right%20to%20request%20access,request%20correction%20of%20your%20data.).

***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at ROD@admin.ox.ac.uk.