

Privacy Notice for Oxford Brookes University relating to inclusive participation in Sports

This notice is to tell you what we do with information about you.

Oxford Brookes University as Data controller is committed to protecting your privacy and security of personal data or information. Personal data is information that could identify you. The University will make the decisions on how your data is used, for what reasons as well as how long it is kept for.

The purpose of this privacy notice is to:

- be clear about the information the University collects and stores about you and its use
- let you know what your rights are and whom you can contact about data use
- comply with obligations under UK data protection and privacy law

Other notices may also apply to you so please read this privacy notice in conjunction with other applicable privacy notices found on the University website.

Why do we need your information?

Oxford Brookes is committed to ensuring that our Sports Clubs and Facilities are inclusive and promote engagement in the facilities that we offer, for all students, staff and those who attend. The University wants to explore who are Club members so we are asking for personal information from you. We need to review the demographic of our Club membership to ensure we are meeting our commitments to inclusivity and engagement and to ensure everyone can participate.

You must inform Brookes Sports immediately via sport@brookes.ac.uk when you join your club/society or team if you do not wish your personal information to be used this way by the University.

The information that we will collect may include (but is not limited to):

- name
- email address
- gender
- ethnicity
- details about your social economic background

Oxford Brookes University's legal basis for processing the personal information about you is:

- there is a legal obligation to use the information to ensure that the University complies with Equalities Act Obligations
- it is in your legitimate interests or those of another party for the information to be used
- it is to support a task carried out in the public interest or it is carried out in accordance with authority held by the University
- in performance of the student contract between you and Oxford Brookes

The legal basis will depend on the reason that your information is being used, however in this context we will rely on a task carried out in the public interest to use your personal information

Please see Article 6 1 (e) UK GDPR

Using Special Category information

Sometimes the University will use sensitive or Special Category Information.

Special Category data (as defined in law) includes your information about racial or ethnic origin, data concerning health. Your Special Category data can only be used where there is an exemption in the law which allows for it. The reasons that the University may be able to use this information may include:

- You agree or consent to share this information with Oxford Brookes University and/or
- Oxford Brookes needs to use this data for statistical scientific or research purposes

Again the lawful basis for processing this information will depend on how it is being used.

Please see Articles 6 1 e) and 9 2 (j) UK GDPR and Schedule 1, Part 2, paragraph 8 of the Data Protection act 2018.

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

The University uses the Google suite of applications to support its use of data. Google stores information outside of the UK. Please see the Google Privacy Notice for more information

What rights can you have regarding your personal data which Oxford Brookes holds?

- You have the right to be informed about how your information is used and stored
- You have the right of access to your data (to make a data protection subject access request)
- 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 Oxford Brookes using your data -
- You have rights in relation to using your data automated decision making and profiling.

● You have the right to lodge a complaint with the Information Commissioner's Office (the "ICO") if you are concerned about the way in which we are handling your Personal Data. The ICO can be contacted online at: [Contact us | ICO](#) or by telephone on 0303 123 1113.

How to exercise your rights

You will not usually need to pay a fee to exercise any of the above rights. However, the University may charge a reasonable fee if your request is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you wish to exercise your rights, you may contact us using the details set out below. We may need to request specific information from you to confirm your identity before we can process your request. Once in receipt of this, we will process your request without undue delay and within one month. In some cases, such as with complex requests, it may take us longer than this and, if so, we will keep you updated.

What was the source of your data?

The information that we use will either come from you or from student records.

Are there any consequences if you do not want us to use your information in this way?

No. In particular this will not affect your Club membership.

Will there be any automated decision making using my data?

No, although the information may be analysed using software to determine cumulative findings

How long will Oxford Brookes keep your information for?

Oxford Brookes will keep your data for as long as is necessary, or in line with the University procedures. There is a retention schedule on the University website that sets out the timeframes. However the final report which looks at inclusion may be published and kept indefinitely. No students will be identified in that report

Whom can you contact if you have concerns about how this information is used?

You can contact: Emrys Hughes or the EDI Data Analyst to ask about how the information is going to be used to promote inclusion.

These contacts can advise about data protection matters

- 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 is processed lawfully
- the information Commissioner via the website ICO.org.uk. who is the national regulator for Data Protection or Freedom of Information matters
- You can take separate legal advice