

EXECUTIVE COURSE ON OIL, GAS AND MINING GOVERNANCE – PRIVACY NOTICE

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, and, in the event that your application is successful, to register you as a participant on the course.

We need to process your data for these purposes in order to fulfil our contractual obligations to you or to take steps at your request prior to entering into a contractual relationship; and in certain cases, to meet our legitimate interests in providing scholarships to eligible students.

We will also process your data to send you marketing or other types of communication where we have your consent, for example, mailing lists. We do this only where you have specifically indicated that you consent to receive such communications, for example, by ticking a box.

You can withdraw your consent at any time by contacting us by email at oilgas.mining@bsg.ox.ac.uk. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent.

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 purposes described above.

We may share your data with companies who provide services to us, such as for printing or mailing purposes. These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

We may also share your data with a limited number of third parties, including funders and/or sponsors, such as your employer; external training providers, including external faculty; employers or prospective employers and other educational institutions; and relevant public bodies.

We will also, with your consent, share your profile, including your photograph and email address, with the other participants on your programme. This is in order to allow you to connect with the rest of your cohort before, during and after the programme.

We may also share your data with the following organisations for the reasons indicated:

The Natural Resource Governance Institute (NRGI) – for the purpose of assessing your application, and in order to fulfil our contractual obligations to you or to take steps at your request prior to entering into a contractual relationship; and in certain cases, to meet our legitimate interests in providing scholarships to eligible students.

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

Retaining your data

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements. If you have indicated that you are content to receive marketing emails and information related to alumni services from us we will retain your email address in order to do this.

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.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, when we pass information to NRGI officers based outside the EEA, for the purposes of assessing an application or providing scholarships to eligible students.

Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
- the transfer is governed by approved contractual clauses;
- the transfer has your consent;

- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- the transfer is necessary for the performance of a contract with another person, which is in your interests.

Your rights

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 oilgas.mining@bsg.ox.ac.uk