**Data protectio­­­n**

We (the University of Oxford) are the ‘data controller’ for the information you provide, 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 UK data protection legislation.

**How we use your data**

We are carrying out this survey to find out more about the experience of the Nuffield Department of Clinical Neurosciences. The results will inform the development of local action plans with regard to returning to on site working. In order to meet these aims, we will ask you to provide some items of personal data including: your gender and your role. The University will not collect any personal identifiers such as name or contact details and cannot track who has completed the survey and who hasn’t.

The survey includes optional free text questions and the comments may be shared with senior staff in your department. The survey administrator will review all comments and redact any identifying details. Please have a care when responding to these questions to not identify yourself.

The lawful basis on which we process your personal data is consent under article 6(1)(a) of the General Data Protection Regulation and legal obligation - under article 6(1)(c). You are not obliged to take part in the survey or to answer all the questions so if you choose to submit a response, we take that to mean you have consented to us processing your personal data. The online survey provider records the date and time of your submission but not your name, email or IP address.

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.

**Who has access to your data?**

This survey is being carried out by the Nuffield Department of Clinical Neurosciences. The survey administrator will process the raw data to ensure individuals cannot be identified before sharing the results with senior staff in your department. Free text comments without demographic identifiers will be shared separately after being redacted, if necessary, to avoid the identification of individuals. If you have any concerns about the anonymization process please contact the Survey Administrator by emailing communications@ndcn.ox.ac.uk

The data in this survey is being collected using a service from Jisc (Online surveys). The University has a licence agreement to use this service.

**Retaining your data**

We will retain your data for 6 months. The raw data will be processed to make it impossible to identify individual respondents before it is shared with senior staff in the Nuffield Department of Clinical Neurosciences.

The management team in your department will receive the processed, aggregated data and separately the free text comments (which will include no demographic information) from respondents working in their respective areas.

**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](https://www.infosec.ox.ac.uk) website. Third parties that process data on our behalf will do so only on our instructions and where they have agreed to keep it secure.

**Where we store and use your data**

We store and use your data on University premises in electronic format. The University has an institutional contract with Online surveys (part of Jisc). All survey data are collected over encrypted SSL connections and stored securely on Jisc servers in compliance with UK data protection laws. Only the Survey Administrator in the Medical Sciences Divisional Offices have access to the survey account.

All data that is transferred within the University will be password-protected and shared securely via OneDrive. No data will be transferred outside the EEA. All survey data is stored securely on Amazon Web Services servers in the Republic of Ireland.

**Your rights**

Information on your rights in relation to your personal data are explained here: <https://compliance.web.ox.ac.uk/node/673106>.

You can withdraw your consent to the processing of your survey data at any time by contacting communications@ndcn.ox.ac.uk. If we can identify your response, we will delete it from the dataset and stop processing it from that point onwards. You will have to provide some information about your response (e.g. day of submission, demographic data or elements of your free text comments) to help us identify it. We may not be able to remove your data if it has already been processed in such a way as to make it no longer identifiable.

**Contact**

If you wish to ask any questions about our use of your personal information please contact us via your departmental contact scott.thomson@ndcn.ox.ac.uk.

If you want to exercise any of the rights described in the above link or are dissatisfied with the way we have used your information, you should contact the University’s Information Compliance team at data.protection@admin.ox.ac.uk