**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 Everyday Racism. The findings will be shared with divisional and departmental Equality, Diversity and Inclusion Committees to inform their action plans. In addition, the results will be used to support Institutional applications the Athena SWAN charter and other equality charter applications and wider institutional objectives on staff development, equality and wellbeing. In order to meet these aims, we will ask you to provide some items of personal data including: staff group, gender, and racial, ethnic identity. The University will not collect any personal identifiers such as name or contact details and cannot track who has completed the form and who hasn’t.

The survey includes optional free text questions to tell your story. Those analysing the responses will not re-tell or reproduce the stories. Instead these are analysed thematically and all comments reviewed to redact any identifying details before being reported as summaries. A report that will be shared widely across the University to advocate for change.

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 are asking for items of special category or sensitive data relating to disability and mental health, ethnic background, gender reassignment, nationality, religion or belief and sexual orientation, (but this data will not be shared with the individual’s department). All questions of this nature are voluntary and the data collected will only be used as part of the full staff survey dataset to enable the University to assess equality of opportunity and treatment of people with different protected characteristics. Additional conditions for processing special category data are: explicit consent – under Article 9 (2)(a) of the General Data Protection Regulation and substantial public interest under Article 9 (2) (g).

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 Help End Everyday Racism Project at the University of Oxford funded through the Research Culture Enhancement Fund. The project team will process the free text question data (separately from the special category data) to ensure individuals cannot be identified before sharing the results. Free text comments without demographic identifiers will be shared separately after being redacted, if necessary, to avoid the identification of individuals. Those who have access to the raw data are Catherine Pope, Clara Elod and Kathryn Jennings. If you have any concerns about the anonymization process please contact the Project Lead [Catherine Pope](mailto:Catherine.pope@phc.ox.ac.uk?subject=RE.%20Staff%20Survey%20PN%20Query).

The data in this survey is being collected using a service from The Whistle (University of Cambridge). The University has a licence agreement to use this service.

**Retaining your data**

We will retain your data for 5 years from the submission date. This allows time to monitor institutional change. The raw data will be processed to make it impossible to identify individual respondents before it is shared.

**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 The Whistle (University of Cambridge). All survey data are collected over encrypted SSL connections and stored securely on in compliance with UK data protection laws. Only the Survey Administrators in the HERE Project Team 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.

**Your rights**

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

**Contact**

If you wish to ask any questions about our use of your personal information please contact [Catherine Pope](mailto:Catherine.pope@phc.ox.ac.uk?subject=RE.%20Staff%20Survey%20PN%20Query)

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](mailto:data.protection@admin.ox.ac.uk)