**Privacy Notice for Nuffield Department of Primary Care Health Sciences Young Persons’ Advisory Group**

**Data protection**

In the course of completing this application form, 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 UK General Data Protection Regulation and associated data protection legislation.

***How we use your data***

We will use your data to provide you with information about meetings and pay you for your time and expenses.

We are processing your data for these purposes only because you have given us your consent to do so, by ticking the appropriate box. You can withdraw your consent at any time by contacting us at [ppi@phc.ox.ac.uk](mailto:ppi@phc.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.

***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.

***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/about>

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

We store and use your data on University premises. Completed electronic forms will be stored in restricted folders on Sharepoint with limited access by the YPAG PPI team.

***Your rights***

Information on your rights in relation to your personal data are explained [here](https://compliance.admin.ox.ac.uk/individual-rights).

***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [ppi@phc.ox.ac.uk](mailto:ppi@phc.ox.ac.uk)