

## **Privacy Notice**

### **TORCH (University of Oxford)**

#### **TORCH (Submission Opportunity)**

You have been provided with this privacy notice because you have, or are considering, making a creative submission to TORCH.

In the course of completing your submission, you have provided, or will provide, information about yourself ('personal data'). The University of Oxford (the University) is 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 (GDPR) and associated data protection legislation.

### **How we use your data**

TORCH will use your personal data to assess your submission to decide whether your work will be selected to go on to the TORCH website and/or be used in other digital or print materials (including but not limited to a publicly available anthology).

We need to process your data for this purpose to meet our legitimate interests in providing support to/promotion of researchers, students, and external partners.

If you have provided any special categories of personal data (i.e. health data, race/ethnicity data, sexual orientation data), as part of your submission, then this is being processed because the processing is necessary for reasons of substantial public interest and those reasons being to enable equality to be promoted and maintained throughout the application process.

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. This will be restricted to a limited number of individuals in the TORCH team and the reviewing committee for submissions.

We may share your data with companies who provide services to us, such as for hosting the application form. 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.

The University does not routinely share your personal data with third parties. If the opportunity you are applying for is a joint venture then the University may need to share your data with other partners – we will inform you if this is the case. Where data sharing does take place, this is subject to a data sharing agreement between the University and the relevant partners.

### **Retaining your data**

If you are a successful applicant then your personal data will be retained by TORCH as part of their normal business processes.

If you are unsuccessful in this application, your application form will be retained for three months following the end of the decision-making process at which point it will be securely destroyed in line with the University's information security policies.

### **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/>

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

We store and use your data on University premises, in both a manual and electronic form.

### **Your rights**

Information on your rights in relation to your personal data are explained [here](#).

### **Automated Decision Making**

The University does not use any automated decision-making technologies in respect of this processing activity.

### **Contact**

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

### **Changes To This Privacy Notice**

We reserve the right to update this privacy notice at any time and will seek to inform you of any substantial changes. We may also notify you in other ways from time to time about the processing of your personal data.

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