

Privacy Notice – E\PCOS 2022

Data protection

In the course of completing this registration 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 General Data Protection Regulation and associated data protection legislation.

How we use your data

We will use your data to register you as an attendee of the European Phase-change and Ovonic Symposium Conference 2022, being held in Oxford.

We are processing your data for this purpose only because you have given us your consent to do so, by ticking the appropriate box via the online Registration form. You can withdraw your consent at any time by contacting us at epcos2022@materials.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 providing dietary requirements. 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.

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.

Security

We are committed to ensuring that your information is secure. Your data is 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/privacy>

Where we store and use your data

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

The event management software we use to collect and manage registrations and payments is Cvent you may view their full privacy policy [here](#).

Your rights

Information on your rights in relation to your personal data are explained [here](#). If you wish to obtain a copy of your personal data held by us, then please contact us using the details below. Please note, if you make a request for this data via email, you may also be asked to provide proof of your identity and for information that help to locate the data you are seeking.

If you believe that any of the information we hold about you is incorrect or out of date please provide us with the updated details.

In addition you have the right to be forgotten, if you would like to be deleted from our system, please do inform us using the details below.

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at epcos2022@materials.ox.ac.uk.

If you wish to make a complaint or require further guidance on UK GDPR please visit <https://ico.org.uk>