

## **Privacy Notice for Non-Degree Students**

### **Data protection**

In the course of submitting your supporting documentation, 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 for a number of purposes connected with your studies, including assessing your application; registering you as a Departmental Visiting Student at the Law Faculty and providing you with access to IT facilities and libraries.

We are processing your data for these purposes only because you have given us your consent to do so, by submitting your application documentation. You can withdraw your consent at any time by contacting the MSc in Taxation Course Administrator at [msctax@law.ox.ac.uk](mailto:msctax@law.ox.ac.uk) or +44 (0)1865 271484. 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 for organising the teaching at Colleges and other University Departments. 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 own 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](#).

### ***Privacy Policy***

You can view the Faculty's privacy policy on the Law Faculty [website](#).

### ***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](#).

### ***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact the MSc in Taxation Course Administrator at [msctax@law.ox.ac.uk](mailto:msctax@law.ox.ac.uk) or The Faculty of Law, St Cross Building, St Cross Road, Oxford OX1 3UL.