

## PICTURE LIBRARY: PHOTOGRAPHIC REQUEST FORM

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## Privacy Policy

In the course of completing this 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 provide you with the reproduction(s) you have requested and permission to use them. We need to process your data for this purpose in order to fulfil our contractual obligations to you or to take steps at your request prior to entering into a contractual relationship, and to comply with our legal obligations about Copyright.

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/>)

### Where we store and use your data

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

### Your rights

Under the General Data Protection Regulation (GDPR), you have the following rights in relation to the information that we hold about you (your 'personal data').

- The right to request access to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- The right to request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- The right to request erasure of your data. This enables you to ask us to delete or remove your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- The right to object to the processing of your data, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
- The right to request that the processing of your data is restricted. This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- The right to request the transfer of your data to another party

Further information on these rights is available from the Information Commissioner's Office <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop.

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact the University's Information Compliance Team [data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk). We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

### Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at [data.protection@glam.ox.ac.uk](mailto:data.protection@glam.ox.ac.uk) or Data Protection, Clarendon Building, Broad Street, Oxford OX1 3BG