**Privacy notice: user feedback form for NNUF funded user access scheme**

**Data protection**

In the course of completing this user feedback form, you have provided information about yourself (‘personal data’). We (the University of Oxford), together with Lancaster University, 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.

Lancaster University is a joint data controller along with the University of Oxford.

***How we use your data***

We will use your data to correspond with you regarding your facility access and, where required by EPSRC / the UK Government, to report to them on the usage of NNUF-affiliated facilities.

We need to process your data for these purposes to fulfil a task that we carry out in the

public interest, i.e. administering funding to allow access to NNUF experimental facilities. This fulfils the requirements of the National Nuclear User Facility project as laid out by EPSRC and the UK Government.

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 website hosting and data processing (e.g. Microsoft and Acquia). 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.

We may also share your data with the following organisations for the reasons indicated:

Lancaster University (where a Co-Investigator of the NNUF Management Group, and an NNUF Administrator, are based).

University of Manchester (where a Co-Investigator of the NNUF Management Group is based).

The NNUF-affiliated facility (HEI, National Research Institute, or private company) which you have accessed to undertake your research and/or training under the NNUF funded user access scheme.

EPSRC / the UK Government (e.g. BEIS, HM Treasury). The NNUF project is funded by BEIS, and the delivery partner is EPSRC. The NNUF Management Group are responsible for providing regular reports to EPSRC and the UK Government regarding the progress of the NNUF project, including re user access.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

***Retaining your data***

As per standard EPSRC terms and conditions of grant, we will retain your data for the current financial year plus the subsequent six years after the submission date of the final expenditure statement for the “National Nuclear User Facility Phase 2: Management Grant” (which is currently due to end in the 2023/24 financial year). If the “National Nuclear User Facility Phase 2: Management Grant” is extended, or if the standard EPSRC terms and conditions of grant change, we will retain your data in accordance with this.

***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 and devices, in both a manual and electronic form.

***Your rights***

Information on your rights in relation to your personal data are explained [here](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/).

***Contact***

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

***Information about your research plans***

Notwithstanding the above measures we have put in place to protect your data, it is your responsibility to ensure that you do not include IP-sensitive information in your user feedback form.