Privacy Notice for the lending of Virtual Reality (VR) Equipment from the Radcliffe Science Library

Data protection

In the course of completing this VR equipment lending form, you have provided information about yourself (‘personal data’). We (the University of Oxford1) 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 record your loan and return of Virtual Reality equipment (headsets, 360 cameras etc.) which is lent to you from the Radcliffe Science Library under the conditions specified in the lending agreement.

We need to use your data in order to record the loan of the VR equipment to you. We need to process your data for this purpose in pursuit of our legitimate interests relating to the security and return of the library’s VR equipment. We may need to contact you in the event that we must recall the equipment for any reason or if the equipment is not returned to us by the agreed return date. We may also contact you in the event that we find the equipment is damaged after you have returned it.

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 both a manual and electronic form.

1 The University’s legal title is the Chancellor, Masters and Scholars of the University of Oxford
Your rights

Under the General Data Protection Regulation (GDPR), which comes into effect on 25 May 2018, 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 fulfill our legal obligations if we were to stop. However, where you have consented to the processing (for example, where you have asked us to contact you for marketing purposes) you can withdraw your consent at any time by emailing the department that is processing your data.

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). 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 or Data Protection, Clarendon Building, Broad Street, Oxford OX1 3BG