

## GoPro Foris Privacy Notice

### 1. About this privacy notice

The purpose of this privacy notice is to explain how the University of Oxford ("the University", "we", "our", "us") hold and use personal data: on external academics and researchers who will be working on collaborative research projects; on staff at other institutions who provide support to their academics and researchers; on external contacts at funders; on contacts at external parties who wish to recruit University students or staff to take part in their research; and on project managers at Oxford University Innovation who are dealing with IP rights management cases ("you"). The personal data are collected in the form of emails and documents and stored in GoPro Foris. Very occasionally personal data is entered in two GoPro Foris text fields: comments and updates. Contacts at external parties who wish to recruit University students or staff to take part in their research are also entered as external contacts in the GoPro Foris system, and project managers at Oxford University Innovation are entered in the OUI reference field.

GoPro Foris is a case management and document storage system used by the Research Services department at the University to support its operational activity and service delivery: administration of research funding applications and awards, negotiation of research-related contracts, managing the monitoring, assessment and approval of research ethics applications, and intellectual property (IP) rights management.

The University of Oxford encompasses the University's central and international offices (North America, China and Japan), academic departments, gardens, libraries, and museums. Please see the [University's privacy notices](#) relating to other activities and relationships.

### 2. Information we collect

We, the University, collect information directly from you or from administrative support teams at other institutions during the operational activities outlined above.

The amount of data we collect and hold depends on the nature of the emails and documents we receive, but also on the nature of the project, whether it is collaborative with external institutions, and whether additional contact information is needed from an external funder or other external party, and on the volume and complexity of the transactions with collaborators, funders and other external parties. We may hold the following types of personal data about you:

Name, title, contact details (address, telephone and/or email addresses).

### 3. How we use your data

A GoPro Foris case is created for all externally funded research projects and different case types may be created under this research project: grant application, award, contract, research ethics application or due diligence case. It is also possible that a research project is created that is not externally funded, such as studies for review from external parties, who wish to recruit OU students or staff to take part in their research.

Where the research project is collaborative and involving co-applicants from other institutions, we may store documents that contain co-applicants' name, contact details and title. We may also hold data on other staff at other institutions and organisation where they are supporting the co-applicants on the project, or staff who are signatories for other institutions or who should be contacted to serve notices. Data may be held on administrative contacts at funders where they have

been contacted for help and advice on the project or are involved in contract negotiation. This data will be held in email correspondence and documents or in either, or both, text fields on the case.

#### 4. [When and how we share your data](#)

We do not share the data within the collegiate University or with third parties.

#### 5. [How we protect your data](#)

The University takes precautions to safeguard your personal information against loss, theft and misuse, unauthorized access, disclosure and destruction through the use of appropriate administrative, physical and technical security measures.

GoPro Foris is hosted on infrastructure within the University's network and is protected by logical access controls. Access is limited to individuals working in Research Services who need to see and use the data to carry out their duties.

#### 6. [How long we keep your data](#)

We will only retain your data for as long as we need it to fulfil our purposes.

- We retain documents and emails associated with unsuccessful applications ten years after the application case has been marked as completed in GoPro
- We retain external contact details of contacts at external parties who wish to recruit University students or staff to take part in their research for seven years after the research ethics case has been marked as completed in GoPro
- We retain all other documents, emails and completed free text fields indefinitely

#### 7. [The legal process for processing your data](#)

We will only use your personal data where the law allows us to do so. Most commonly we rely on the following legal base for processing your personal data:

Where we have a legitimate interest to do so for purposes listed within this privacy notice. Where we use legitimate interest as the basis for our processing, we have carefully considered each of the ways we process your data to ensure that we carry out our activities with a focus on the interests of you, and in the most efficient and effective way.

#### 8. [Your legal rights and choices in connection with your data](#)

Under certain circumstances, by law you have the right to:

- Request access to your personal 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.
- Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- Request erasure of your data. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. 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).
- Object to processing of your data where we are processing it to meet our public interest tasks or legitimate interests and there is something about your particular situation, which makes you want to object to processing on this ground.
- Request the restriction of processing of your data. 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.

- Request the transfer of your data to another party.

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

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office at the ICO website.

## 9. How to contact us

If you have any questions about this privacy notice or about your personal data, or if you want to provide updates to your data or exercise any of your rights as outlined above, please contact us at one of the following addresses:

GoPro Foris Support Team, IT Services

University Offices, Wellington Square

Oxford, OX1 2JD, United Kingdom

Email: [Gopro@it.ox.ac.uk](mailto:Gopro@it.ox.ac.uk)

Phone: +44 (0)1865 280089