

School of Climate Change (part of Oxford Climate Society) Privacy Policy:

Our contact details:

For Education Director (Natalie Turner), use schoolofclimatechange@gmail.com

For Oxford Climate Society, use oxfordclimatesociety@gmail.com

The type of personal information we collect:

We currently collect and process the following information:

- your name
- your email address; or that of a responsible adult who consents to participating with you and to receiving communication from us if you are under the age of 18
- your current residence (at country level; and, optionally, city level)
- your native language (optional)
- your Oxford affiliation, if relevant
- any other personal data you choose to provide us with

How we get the personal information and why we have it:

The personal information we process and hold is provided to us directly by you, for one of the following reasons:

- To allow us to contact you
- To ensure we target the course to our audience in the best possible way
- To facilitate current and future publicity of the event and its sponsorship

We use the information that you have given us in order to deliver the School of Climate Change effectively. In aggregate form (such as heatmap of participant locations), your information helps us publicise and achieve the sponsorship for the School of Climate Change. It will not be used for commercial gain.

We may also receive limited personal information indirectly through Paypal when you make a payment to us.

We will not pass your personal data to any third parties beyond Oxford Climate Society that are not directly involved in the efficient technical delivery of the School of Climate Change. For example, we will need to share your email address with a mass email service (MailChimp) to contact you about the SoCC. However, if we do need to share limited personal data with other third parties – for example, to another Oxford University group to resolve a dispute or issue you a certificate – we will ask your permission for this first.

By providing us with this data (required and optional) in our Applications Google Form, you consent to us using it for the reasons outlined above. Please see your data protection rights below.

How we store your personal information:

Your information is securely stored on a password-protected Google Drive run by the School of Climate Change. Current School of Climate Change organisers and a limited number of former organisers and other Oxford Climate Society members have access to this.

We will keep your name, email address, country of residence and other personal data you share for the full duration of the School of Climate Change, and for a short period afterwards (e.g., ~two months) in case you wish to make any complaints, queries or have any concerns. We will then dispose of all your personal information held in aggregate form by deleting all files storing participant personal data.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at schoolofclimatechange@gmail.com if you wish to make a request.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at: oxfordclimatesociety@gmail.com. Please use 'Data protection query or concern' as the subject heading.

You can also contact the ICO if you are unhappy with how we have used your data. Please see the address below.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>