

Oxfam TEACH CLIMATE JUSTICE Privacy Notice

Welcome to Oxfam. When you enrol on this Teach Climate Justice training course, we will collect information about you. This privacy notice explains why, and what we do with your data.

If you want a more general Privacy Notice on Oxfam Great Britain's activities, please refer to our general Privacy Notice (<https://www.oxfam.org.uk/privacy-and-security/full-privacy-policy>).

WHAT TYPE OF PERSONAL INFORMATION IS COLLECTED?

We will collect:

- Enrolment information: Name and email address
- Accountability information: Your age bracket (18-30 or >30) and gender
- Photographs and participant testimonials may also be recorded during the training. You will be asked separately whether you consent to this.

WHY IS THIS PERSONAL DATA BEING COLLECTED?

We need this personal data for reporting purposes to the project funders and for course evaluation and promotion purposes.

- Enrolment information is needed to contact you before and during the course and to track your progress. The legal basis for processing enrolment information is legitimate interest. Optionally, you can leave this information on record and receive updates about future courses that Oxfam believe would be relevant. The legal basis for future course information is consent.
- Accountability information is used for project reporting purposes. The legal basis for processing accountability information is consent.

For information where we ask for your consent, you do not have to provide this information, or you can later withdraw your consent and you will still be able to attend this training course.

HOW IS THE DATA BEING COLLECTED?

Enrolment data Accountability information will be collected on your paper or electronic application form by the Oxfam course administrator.

HOW WILL THE INFORMATION BE USED?

All the information you give us will be stored securely in Oxfam offices and IT systems and our contracted suppliers' IT systems.

- Enrolment information will be kept until the training is complete (project completion date: 31st July 2022).

- Accountability information will be matched to training results and anonymised for statistical analysis, any personally identifiable details will not be kept more than one month after the end of the course.

If Oxfam no longer needs personal information for the original purpose for which it was collected, we will delete/destroy it in accordance with our data destruction procedures unless we have a legal obligation to retain personal information for a certain period.

This personal information will not be used for unsolicited newsletters or direct marketing.

WILL OXFAM SHARE MY INFORMATION WITH ANYONE ELSE?

Only the external providers delivering this course and the coordinating team in Oxfam will have access to this personal data.

Your data will only be shared outside of Oxfam in an anonymous way unless required by law.

HOW CAN I SEE WHAT INFORMATION YOU HAVE ABOUT ME?

If you have any further questions or comments concerning your privacy, wish to access your personal data held about you, delete, or update information we hold about you, please contact the Liz Newbon (lnewbon1@oxfam.org.uk) or Oxfam's Data Protection Officer at:

Data Protection Officer
Oxfam
Oxfam House
Oxford
OX4 2JY

Privacy@oxfam.org.uk

You also have the right to see, update, restrict, object to the use of, or withdraw your data at any time and at no cost. If you wish to exercise any of these rights, please contact Liz Newbon (lnewbon1@oxfam.org.uk) or Oxfam's Data Protection Officer.