

Privacy notice

Scope

1. This document sets out what we do with your personal data in relation to TEDxOpenUniversity.
2. This document applies to you as an applicant to speak at TEDxOpenUniversity 2019.

Who we are

3. The Open University is the data controller in relation to the processing activities described below. This means that the Open University decides why and how your personal information is processed.
4. Where this document refers to “we”, “our” or “us” below, unless it mentions otherwise, it’s referring to the Open University.

What information do we collect about you, and how do we collect it?

5. We ask you for your personal details by completing a form, and to submit this together with a photograph of yourself, and a 2-minute video recording of yourself.

How do we use your personal information?

6. We need to know some information about you so that we can send you the information you have requested and contact you about it if necessary. We have a legal obligation under Data Protection legislation to do this. If you make a complaint or appeal in respect of your request, it is in our legitimate interest to process your personal data for this purpose.

Who do we share your information with?

7. Please refer to the Speaker Release form which details who we potentially share your details with.

How long do we keep your personal information for?

8. The TEDxOpenUniversity will keep your personal data for 1 year, irrespective of whether your application is successful.

Your rights

10. You have a number of rights in relation to your personal information, which apply in certain circumstances. In order to exercise any of these rights, please contact us using the details in section 12 of this document.

11. You have the right

- To access your personal information that we process
- To rectify inaccuracies in the personal information that we hold about you

In some circumstances, you also have the right

- To have your details removed from systems that we use to process your personal data
- To restrict the processing of your personal data in certain ways
- To obtain a copy of your personal data in a structured electronic data file
- To object to certain processing of your personal data by us

- To request that we stop sending you direct marketing communications.

If you are concerned about the way we have processed your personal information, you can complain to the Information Commissioner's Office (ICO). Please visit the ICO's website www.ico.org.uk for further details.

Contact us

12. Please direct any queries about this document or about the way we process your personal information to our Data Protection Officer using the contact details below.

- Email data-protection@open.ac.uk
- Telephone +44 (0)1908 653994
- By post: The Data Protection Officer, PO Box 497, The Open University, Walton Hall, Milton Keynes MK7 6AT.