

**University of Oxford**  
**Estates Services, Facilities Management**  
**Radcliffe Observatory Quarter Parking Privacy Notice**

**Data protection**

In the course of parking at the Radcliffe Observatory Quarter (ROQ), you have provided information about yourself ('personal data'). We (the University of Oxford) 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 contact you should a problem arise with your vehicle while parked in a designated space on the ROQ, including but not limited to: security concerns, if your vehicle is parked incorrectly, activation of the alarm.

We need to process your data for these purposes to meet our legitimate interests in managing the site safely and securely.

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, for example colleagues in the University of Oxford department you are visiting or colleagues within the Facilities Management team who may be required to contact you.

***Retaining your data***

We will retain your data for a maximum period of 30 days from the date you cease to require parking at the ROQ site.

## ***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.

## ***Your rights***

Information on your rights in relation to your personal data are explained

<http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights>.

## ***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [facilities@admin.ox.ac.uk](mailto:facilities@admin.ox.ac.uk). For further information on your rights please contact [data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk).