

Scope

1. This document sets out what we do with your personal data in relation to data protection and freedom of information activities.
2. This document applies to you if you have filled out the 'impact' questionnaire on the Heritage in War homepage.

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 collect information that you supplied via the 'impact' questionnaire. This information is held by the project and will be stored separately from any other record the University might hold about you.

How do we use your personal information?

6. The information will be used to measure the extent to which the research undertaken by the Heritage in War project has had an impact; that is, in changing beliefs and behaviour.

Who do we share your information with?

7. We will not share your information with any person or organisation outside the project. However, the information might be used to construct an 'impact case' for the 2021 UK Research Exercise Framework. If any individual is to be id

Do we transfer information outside the EEA?

8. Generally, information you provide to us is stored on our secure servers, or on our cloud based systems which are located within the EEA.
9. However, there are times when we do need to store information outside the EEA. If we transfer your information outside of the EEA, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy. This would either be imposing contractual obligations on

the recipient of your personal information, or ensuring that the recipients are subscribed to 'international frameworks' that aim to ensure adequate protection. For example, we would ensure that a US based supplier has signed up to "Privacy Shield".

How long do we keep your personal information for?

- 10 The information will be kept for only as long as the project lasts. It comes to an end on the 31st September 2020. It will be kept for a maximum of six months after that or until all the reporting has been completed, whichever is sooner.

Your rights

- 11 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 via the Heritage in War website.
- 12 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 contacting you – which we would only do if you have explicitly said that we are able to contact you.

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

- 13 Please direct any queries about this document or about the way we process your personal information either to the Heritage in War Project (via the website) or 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.