



Privacy notice for the CHCPJ's mailing list

Scope

1. This document sets out what we do with your personal data in relation to the communications sent out from the Centre for the History of Crime, Policing and Justice (CHCPJ) based at The Open University.
2. This document applies to you if you have signed up to our CHCPJ mailing list.

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 policy 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?

Information that you give to us

5. We collect the information that you supply to us when you subscribe to our CHCPJ mailing list. This includes your email address, first name and last name and may also include your organisation/institution if you choose to include this. This information is held by the Centre for the History of Crime, Policing and Justice, based in the Faculty of Arts and Social Sciences at The Open University which produces CHCPJ communications.

Information that we collect automatically

6. n/a

Information that we receive from third parties

7. n/a

How do we use your personal information?

8. If you want to receive CHCPJ communications, we need to have your email address in order to email notices of our Centre events and any important updates to you. We also ask for your name and your institution so that we can personalise our communications to you, however this information is not mandatory when signing up for our mailing list.

Who do we share your information with?

10 n/a

Do we transfer information outside the EEA?

- 11 Generally, information you provide to us is stored on our secure servers, or on our cloud based systems which are located within the EEA.
- 12 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?

- 13 If we collect your personal information, the length of time we keep it for is determined by a number of factors including our purpose for using the information and our legal obligations.
- 14 We have a retention schedule for information and keep identifiable records only for as long as they have a legal or business purpose. We will keep your details until such time as you unsubscribe from our mailing list; we include a link to unsubscribe in all of our communications and you can also contact us directly if you wish us to unsubscribe you: email FASS-Collaborations@open.ac.uk.

Your rights

- 15 You have a number of rights in relation to your personal information, which apply in certain circumstances. Some of these rights will come into force under the GDPR on 25th May 2018. In order to exercise any of these rights, please contact us using the details in section 9 of this document.

- 16 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

- 17 You can also find The Open University's full [Privacy and Cookies notices online](#).
- 18 Our Data Protection Officer is E A Powis. Please direct any queries about this policy or about the way we process your personal information 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.

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