

Scope

- 1 This document sets out what we do with your personal data in relation to data protection.
- 2 This document applies to you if you are a website visitor who has asked for an OU Analyse Demo Account.

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?

Information that you give to us

- 5 Your e-mail address provided via request form.

How do we use your personal information?

- 6 We use your e-mail address to give you access to your demo account credentials.
- 7 We use your e-mail address for you to be able to log in into OU Analyse demo application.

Who do we share your information with?

- 8 We will never share your e-mail address with any other party.

How long do we keep your personal information for?

- 9 Your e-mail address will be kept for 5 years after your last login into OU Analyse demo application.

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.