

## **Education and Activism: Women at Oxford University, 1878-1920**

### **Terms and Conditions**

This Agreement is made between the Chancellor, Masters, and Scholars of the University of Oxford, Wellington Square, Oxford, OX1 2JD, United Kingdom (“the University”) and you (“the Contributor”).

Background: The Women at Oxford, 1878-1920 project (the “Project”) is a crowdsourcing initiative run by a Project Lead, Project Coordinator and a team of College Archivists at the University of Oxford for the purposes of collecting historical information about women’s experiences of education and activism within Oxford and beyond between 1878 and 1920.

The Contributor must be aware that the project strives to make all content and metadata available for reuse for educational and other non-commercial purposes world-wide with a minimum of restrictions. These terms establish that all content that is contributed to the ‘Women at Oxford, 1878-1920’ project by a contributor will be made available on the ‘Education and Activism Women at Oxford, 1878-1920’ website site under the terms of a Creative Commons Attribution Non-commercial license. This means that, when a contributor submits content on ‘Education and Activism Women at Oxford, 1878-1920’ website, they irrevocably grant third parties the right to freely use that content for educational and other non-commercial purposes as long as they attribute the work to the author and share alterations of that content under the same conditions. ‘Women at Oxford, 1878-1920’, also reserves the right to share all the data submitted to it with other research archives and publicly-funded initiatives under the CC-BY-NC-SA licence as above.

If you do not agree with these policies please do not contribute content and/or metadata to the project. As the Contributor you accept that the material submitted will be used as part of the Project for research purposes.

### **In accepting these terms and conditions you confirm that:**

#### **Declaration: I, the Contributor, confirm that:**

- I give my consent for the University to use my Contribution in the Project;
- I understand that the University will: (a) use the Contribution for the purpose of the Project and for further research purposes; and (b) use the contact details I have provided above for the purpose of contacting me if necessary in accordance with this Agreement;
- I understand that the University will process my personal data in accordance with the Privacy Policy attached to this agreement;
- For the content you contribute (such as a video, a photo, a diary, a picture or audio material), I allow everybody to use this content for educational and other non-commercial purposes. However, they must attribute the content to the rights owner. Even if any alterations are made to the content, they have to allow others to use the altered content under the same conditions.
- I understand that the descriptive data I submit (such as descriptions or tags) can be found by search engines, I also allow everybody to use these descriptive data for educational and other non-commercial purposes, without further conditions. • I hereby grant the University a non-exclusive, royalty free licence to use any intellectual property contained in my Contribution throughout the world in perpetuity for any purpose. The University shall have the right to grant to any person a sub-licence of such intellectual property;

- I confirm that I have all the necessary rights and permissions to grant the licence above, except to the extent the University already owns my intellectual property by virtue of my relationship with it, and that my Contribution does not infringe the copyright or any other right of a third party or breach any contract or duty of confidence.

This Agreement will be governed by and construed in accordance with the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute (including non-contractual disputes) related to the subject matter of this Agreement. If you do not want to accept these terms, then please do not contribute content or descriptive data to Women at Oxford, 1878-1920.

### **Women at Oxford 1878-1920 Takedown Policy:**

If you are a rights holder and are concerned that you have found material on our website for which you have not given permission, we will of course remove it.

Please contact us by email stating the following:

- Your contact details
- The full details of the material
- The exact url where you found the material
- Proof that you are the rights holder or an authorised representative of the rights holder
- Email us at: [alexandra.hughes-johnson@history.ox.ac.uk](mailto:alexandra.hughes-johnson@history.ox.ac.uk)

### **Privacy Policy**

PRIVACY POLICY <https://www.firstwomenatoxford.ox.ac.uk/> ("Women at Oxford 1878-1920: Submission Site") are operated by the University of Oxford. We are committed to protecting the privacy and security of your personal information ("personal data"). This policy (together with our terms and conditions) describes how we collect and use your personal data during your use of our site, in accordance with the General Data Protection Regulation (GDPR). A. Who is using your personal data? The University of Oxford is the "data controller" for the information that you provide to us when visiting this website. This means that we decide how to use it and are responsible for looking after it in accordance with the GDPR.

Access to your personal data within the University will be provided to project staff who need to view it as part of their work in connection with the Women at Oxford, 1878-1920 (the Project Team). Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We may update this policy at any time. When you submit material to the Women at Oxford, 1878-1920 project, you are accepting and consenting to the practices described in this policy. B. Glossary. Where we refer in this policy to your 'personal data', we mean any recorded information that is about you and from which you can be identified. It does not include information contained in the content of the submission but we advise you not to include any photographic, recorded, or textual information about an individual without their consent. Where we refer to the 'processing' of your personal data, we mean anything that we do with that information, including collection, use, storage, disclosure or retention. C. Types of data we collect about you

When you submit material to us for the collection we will collect, store, and use the following categories of data:

**Data you give us.** You may give us data about you including: - Your name, your contact details [email/telephone], and the data about the objects and story you are submitting to the archive.

**When we collect your data.** We will collect the data about you only when you choose to give it by submitting an item to the collection.

**How we use your data.** We process your data for one or more of the following reasons: • To allow us to keep a secure record of who has submitted material for future reference; • To display to end users who search the collection – they will be able to see the data you have entered into the description, your uploads, e.t.c. They will not be able to see your contact details.

To preserve the data. We will store all the data you give us on secure servers under the control of Oxford University.

**Marketing.** We would like to send you information by email about the project and the eventual launch of the final archive. We will not provide your data to other businesses so they can use it for marketing purposes. We will not provide your data to journalists or researchers but we may contact you for your permission for you to be put in touch with them.

Sharing your data with third parties. We will not share your data with third parties.

**Where we store or use your data.** We may store data collected by the website manually or electronically. The data is stored on our secure servers and/or in our premises within the UK. Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted to the website and any transmission is at your own risk.

**Retaining your data.** We will only retain your data for as long as we need it to fulfil our purposes, including any relating to legal, accounting, or reporting requirements.

Your rights under certain circumstances, by law you have the right to: - Request access to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it. • Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you. • Request erasure of your data. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below). • Object to processing of your data where we are relying on our legitimate interests (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. [You also have the right to object where we are processing your data for direct marketing purposes.] • Request the restriction of processing of your data. This enables you to ask us to suspend the processing of your data, for example if you want us to establish its accuracy or the reason for processing it. • Request the transfer of your data to another party. • Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop. However, where you have consented to the processing (for example, where you have asked us to contact you for marketing purposes) you can withdraw your consent at any time by emailing us at [alexandra.hughes-johnson@history.ox.ac.uk](mailto:alexandra.hughes-johnson@history.ox.ac.uk). In this event, we will stop the processing as soon as we can. However,

this will not affect the lawfulness of any processing carried out before your withdrawal of consent and you may no longer be able to use the site in the same way as you did before.

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact the University's Information Compliance Team at [data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk). The same email address may be used to contact the University's Data Protection Officer. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise. If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Cookies.** Our site does use cookies. These are simply to assist users who submit more than one contribution to the site and are not used for any other purposes. I. Changes to this policy Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy. M. Contact If you wish to raise any queries or concerns about this privacy policy please contact us at [runcoco@it.ox.ac.uk](mailto:runcoco@it.ox.ac.uk).