

Date of Event	
Name of School	
Lead Teacher	
Trip Mobile No:	<i>Please give a number on which we can contact you on the day of the event:</i>

### Visiting the Chemistry Teaching Laboratory: Information on Health and Safety

#### General Safety

Sensible, acceptable behaviour is expected at all times and is the responsibility of the teacher in charge of the visit. Visiting students who fail to follow basic safety rules may be asked to leave the laboratory.

#### Acceptable Clothing for Laboratory Work

To ensure safety in the laboratory, all individuals must wear appropriate clothing. The Department reserves the right to refuse entry to anyone who does not comply with these guidelines.

- Clothing must fully cover the torso, including the chest, abdomen, back, pelvis, shoulders, and legs.
- Acceptable clothing includes short-sleeved t-shirts, long-sleeved tops, and trousers made of sturdy material that provides adequate protection.
- School uniforms are only acceptable if they adhere to these requirements.

#### Prohibited Clothing:

- No bare skin should be visible once a lab coat is worn, except for the hands and face.
- Crop tops, strappy tops, and tops with open backs are not permitted, as they expose vital areas of the body.
- Sandals, open-toe shoes (e.g., ballerina pumps), and high heels are strictly prohibited.
- Lycra-style sports leggings, tights, and thin-material trousers are not allowed, as they do not offer sufficient protection against chemical spills or splashes.
- Shorts, short skirts, cropped trousers, ripped jeans, and trainer socks (ankles must be covered) are not permitted.
- Additionally, long hair must be securely tied back.

Safety glasses and laboratory coats **will be provided** by the Oxford University Chemistry Department.

#### Additional Lab Rules

- No food or drink is to be consumed (including gum and medication) in the labs.
- No cosmetics or skin preparations may be applied.
- Hands must be washed after leaving the laboratory.

#### Special Requirements

To prepare our demonstrators effectively for the visit please inform us of any specific needs of students in your group. This includes specific physical requirements or special educational needs.

We regret that crutches are not permitted in the laboratory as they cause a trip hazard.

We have accessible spaces for wheelchair users, which can be prepared with advance warning.

*I confirm that I have:*

- *Read and understood the information on Health and Safety.*
- *Communicated any special requirements to the University, in advance of our visit.*
- *Communicated the Health and Safety information to the students attending this event.*
- *Read and approved the risk assessment provided for the practical workshop.*

Signature of Lead Teacher		Date	
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# PHOTOGRAPH / FILMING / INTERVIEW CONSENT FORM

This is a consent form for photos, film or voice recording for the activities below.

## Event

 /   /    

## School Address





## Name

agrees that the University of Oxford can photograph, film or record the voice of (your name and/or children's names):

(for whom you are the parent / guardian) at the event set out above.

 Post code:        

 Tel: 

 Email: 

**You confirm** that Oxford University can use your photo, film or voice recording for the following activities and purpose:

The ' <b>Activities</b> '	Posting online, storing, saving, uploading, copying, sharing on social media
The ' <b>Purpose</b> '	Use for printed and online materials for Oxford University (including publications, reports, promotional material, websites and social media)

**You confirm** that Oxford University can:

- store copies of any photograph/recording for as long as necessary to fulfil the Purpose;
- store the photograph and your contact details in the University's photographic libraries and databases; and
- store your contact details on its databases for the purpose of contacting you if necessary.

1. The University will process the photograph/recording and your contact details and any related personal data in accordance with the Data Protection Privacy Notice (see back for more details).
2. This consent form is governed by and construed in accordance with English law and the University and you submit to the exclusive jurisdiction of the English courts.

**Please sign**

print name:

to confirm you have accepted and agreed (or parent/guardian's name if the individual is under 13 years of age or is a vulnerable adult)

Date:   /   /

DESCRIPTION OF PHOTO(S) / RECORDING:

STORED IMAGE NO (S):

EVENT REFERENCE NO:

## Data Protection Privacy Notice

In the course of completing this Consent Form, 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 Data Protection Act 2018 and the General Data Protection Regulation as implemented into UK law and associated data protection legislation.

### How we use your data

We will use your data for the Purposes as set out in this Consent Form. We are processing your data for these purposes only because you have given us your consent to do so, by signing this Consent Form.

You can withdraw your consent at any time by contacting us at the address set out below. 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.

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.

We may share your data with companies who provide services to us, such as for printing, web hosting, asset and social media management, and, if applicable:

N/A

These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

We may also share your data with the following organisations for the reasons indicated:

Oxford University

Where we share your data with a third party, we will seek to share the minimum amount necessary.

### Retaining your data

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

### Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available at [www.ox.ac.uk/privacy-policy](http://www.ox.ac.uk/privacy-policy).

### Where we store and use your data

We store and use your data on University premises, in both a manual and electronic form.

Electronic data may be transferred to, and stored at, a destination outside the United Kingdom (UK), for example, when we communicate with you using a cloud based service provider that operates outside the UK such as Survey Monkey, MailChimp, Eventbrite, Wufoo, Facebook, Instagram, Twitter etc, and/or:

#### Microsoft

Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the UK to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the UK as providing an adequate standard of data protection;
- the transfer is governed by approved contractual clauses;
- the transfer has your consent;
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- the transfer is necessary for the performance of a contract with another person, which is in your interests.

### Your rights

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 the processing of your data**, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests 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 that the processing of your data is restricted.** 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**

Further information on these rights is available from the Information Commissioner's Office (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

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.

### Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at:

Chemistry Teaching Laboratory  
South Parks Road  
Oxford  
OX1 3SR

[ctl@chem.ox.ac.uk](mailto:ctl@chem.ox.ac.uk)  
01865 281505