GDPR: Changes to privacy notices on your website

Most Haiku websites currently link to the following privacy policy in the footer - http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/. To meet GDPR requirements you should create a specific privacy notice for your website outlining what data you are collecting and how you are using it. To keep things as simple as possible for your website visitors and to maintain, you might want to create an overall policy for the site and provide specific information about the data you are collecting in every form directly on the form page.

The University's Privacy notice toolkit provides guidance - https://www1.admin.ox.ac.uk/councilsec/compliance/gdpr/guidance/privacynoticetoolkit/. The How to write a privacy notice guidance pdf is the best place to start with the guidance.

This guidance has formed the basis of the MSD website Data Privacy Notice: https://www.medsci.ox.ac.uk/about/data-privacy-notice, https://www.medsci.ox.ac.uk/about/data-privacy-notice/sharing-personal-data-with-third-parties and https://www.medsci.ox.ac.uk/about/data-privacy-notice/your-rights.

You can pull these pages from our site to your site using the Haicloud content sharing (How to add an item of content from the Haicloud) and edit as appropriate for your site. There is also some guidance here https://www.medsci.ox.ac.uk/gdpr-notice-guidance

You should link to your new Privacy Notice from your website footer and to form-specific information from every form on your site. This guide shows you how to do this.
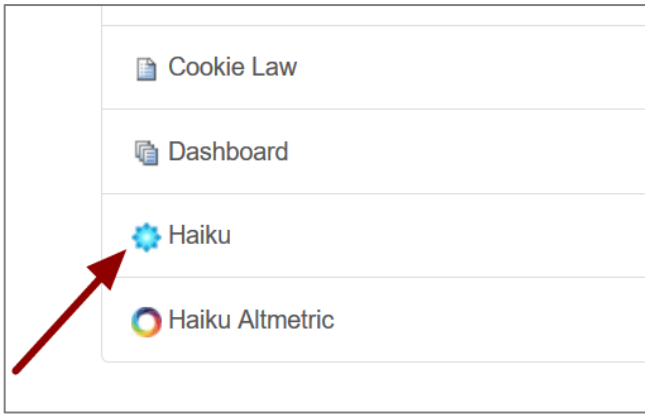
Add a link to your privacy notice to the footer

Create the page(s) on your site for the privacy notice. (Possibly in the About Us section with your accessibility and cookie statements.)

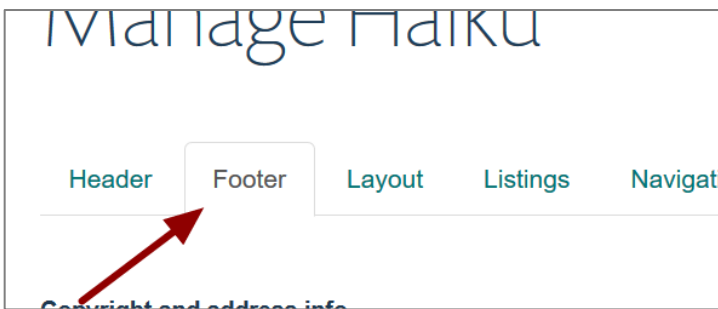To add a link to this page in the footer:

1. Click your name on the toolbar.
2. Select **Site Setup**.
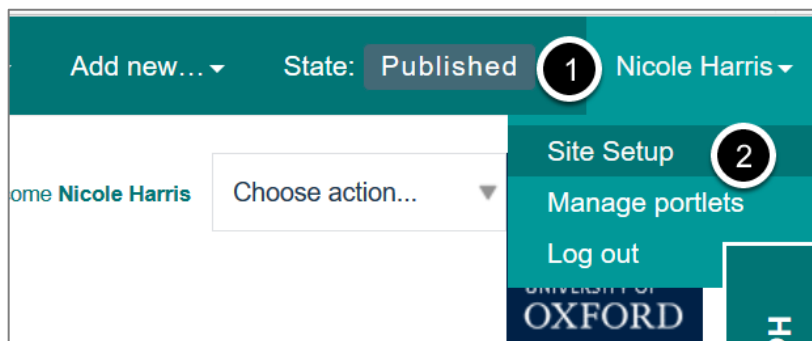
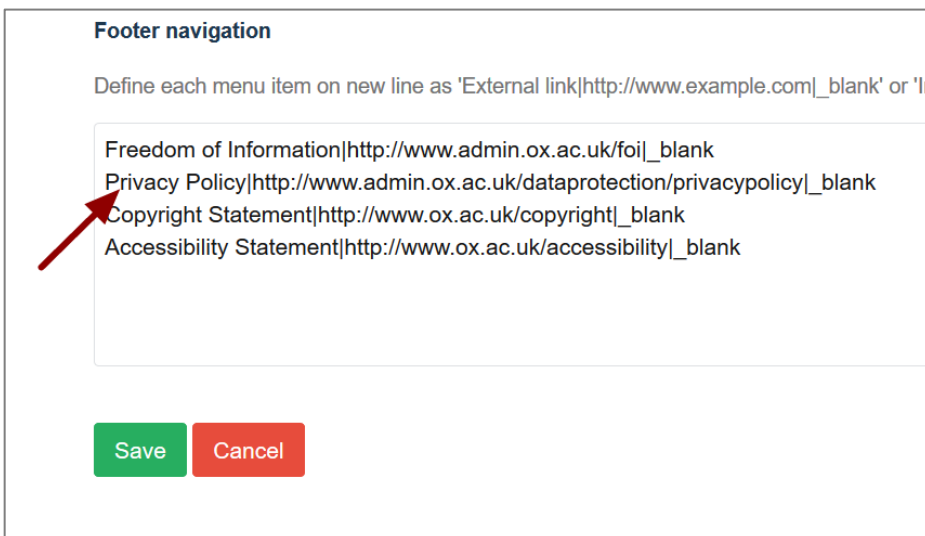Click the **Haiku** link

Click the **Footer** tab.

Scroll down to the **Footer navigation**.

Add a link to the privacy notice. If you already have a privacy policy link, the link is likely to be:
Privacy Policy|http://www.admin.ox.ac.uk/dataprotection/privacypolicy|_blank

As the link will now be an internal rather than an external link, it should be added in the following format:

Link Text|URL (excluding the eg http://www.medsci.ox.ac.uk part).
For example: **Privacy Notice|/about-us/privacy-notice**

Save the page.

Footer navigation

Define each menu item on new line as 'External link|http://www.example.com|_blank' or 'I

Freedom of Information|http://www.admin.ox.ac.uk/foi|_blank
Privacy Notice|/about-us/privacy-notice
Copyright Statement|http://www.ox.ac.uk/copyright|_blank
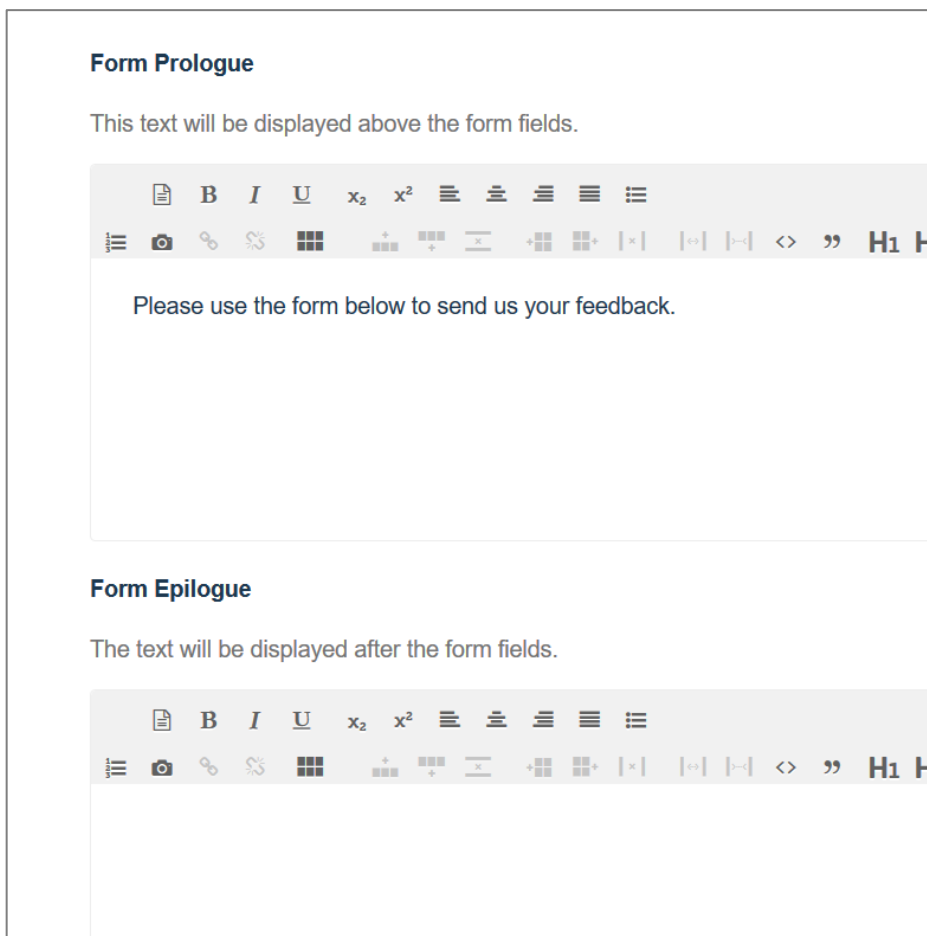Accessibility Statement|http://www.ox.ac.uk/accessibility|_blank

Save   Cancel

Add links/additional content to a form

If you are using forms on your website you must tell people what data you are collecting and what you are doing with it. The simplest way to do this is to include this information directly on/linked from the form page. You can also include a link to your overall website Privacy Policy notice.

To add additional content/links go to your form and click Edit in the toolbar at the top of the screen:

- Scroll down to the **Form Prologue** and **Form Epilogue** sections.
- You can add links and/or additional content to these sections.
- Scroll to the bottom of the page and click the **Save** button.