Equality, Diversity and Inclusion (EDI) Student Associate

Application Form (24-25)

# Section 1: Personal Details

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| Name (title, first name, family name) |  |
| Email address |  |
| Phone number |  |
| Student Status (undergraduate or graduate) |  |
| College |  |
| Department/Faculty |  |
| Programme |  |
| Anticipated graduation date |  |

# Section 2: Application questions

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| **Question 1:** Please list your preferred projects in order of priority. Note that you are not required to select all projects |
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| **Question 2:** Please describe the reasons you are applying for the EDI Student Associate role. Please describe any areas of inclusion/EDI you have a particular interest in, and any past experience working in the EDI space. |
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| **Question 3:** Please describe any relevant skills or experience that will help you in this role (for example, IT skills or software, event planning, project work, writing and editing, research or advocacy) |
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| **Question 4:** Please explain how plan to balance your Student Associate role with your studies. |
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| **Question 5:** Are you available to work in this role in Oxford between 13th January and 4th April 2025? |
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| **Question 6:** Which days of the week are you available to work in this role? Please outline all days that apply and your available hours |
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| **Question 7:** Have you discussed your application for this role with your programme supervisor? If so, have they expressed any concerns about balancing this work with your studies? |
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# Section 3: Declaration

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| **DECLARATION** |
| *Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.*  I declare that the information given in this application is to the best of my knowledge complete and correct |

**Privacy notice**

**Data protection.** In the course of completing this application, 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 General Data Protection Regulation and associated data protection legislation.

**How we use your data.** We will use your data to assess your application, and administer and evaluate the EDU Student Associate programme. We are processing your data for these purposes only because you have given us your consent to do so by signing this form. You can withdraw your consent at any time by contacting the Equality and Diversity Unit ([equality@admin.ox.ac.uk](mailto:equality@admin.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

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.

**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 on the University’s [Information Security website](https://www.infosec.ox.ac.uk/).

**Where we store and use your data.** We store and use your data on University premises, in electronic form.

**Your rights.** Information on your rights in relation to your personal data are explained [here](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/).

**Contact.** If you wish to raise any queries or concerns about our use of your data, please contact us at [equality@admin.ox.ac.uk](mailto:equality@admin.ox.ac.uk) or the Equality & Diversity Unit, Wellington Square, Oxford, OX1 2JD.