

## **St John's College, Cambridge, Data Protection Statement: Cambridge Choral Course**

The Data Controller is St John's College Cambridge. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]: OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the College's Head of Information Services and Systems, St John's College, Cambridge, CB2 1TP. 01223 338661; [DPO@joh.cam.ac.uk](mailto:DPO@joh.cam.ac.uk).

### *What data are processed, and why?*

The College has for some years hosted an annual course, promoted and managed by Eton College, to advance the popularity of and participation in choral singing. These Choral Courses are week-long, residential summer courses for singers aged sixteen to eighteen, which provide 'intensive, fun weeks of training in singing and choral music'. Young people stay in the College for several nights and are taught at St John's and elsewhere in Cambridge. In order to honour obligations on us when offering accommodation and other services to minors, and to maximise the experience of those participating in the course, the College processes data including names, ages, accommodation while in College and declared medical conditions and allergies.

### *Where does the data come from?*

The personal data are created by the Course organisers, supplied by the course participant as data subject, their parents/guardians and/or their schools, principally on the Course Application Form, and forwarded to the College for operational purposes.

### *Sharing with Third Parties*

The data are shared between relevant departments in the College, particularly Catering, Porters and the Chapel and Choir Office. We do not pass any personal data collected to this end outside the European Economic Area.

### *Retention of data*

These personal data are retained for no longer than six months after the end of the Course. We retain data for this period in order to respond efficiently to any issues raised by the course participant or their parents/guardians arising as a result of their stay in St John's.

### *Rights of the Data Subject*

The course participant has the right: to ask us for access to, rectification or erasure of their personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of their personal information electronically to a third party (data portability). In certain circumstances, the data subject's parents/guardians also enjoy these rights.

Some of these rights are not automatic, and we reserve the right to discuss with the data subject why we might not comply with a request from them to exercise such rights.

If data subjects or their parents/guardians have questions or concerns about their personal information, or how it used, they are invited to speak to the **College Chapel and Choir staff** [link] in the first instance. If in need of further guidance, they are asked to contact the Head of Information Services and Systems using the details given above.

If data subjects remain unhappy with the way their information is being handled, or with the response received from us, they have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

April 2018