

St John's College, Cambridge, Data Protection Statement: College Research Associates, College Teaching Associates, and Senior Visitors

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 Data Protection Lead, St John's College, Cambridge, CB2 1TP; DPO@joh.cam.ac.uk.

What data are processed, and why?

Each year, under its Standing Order C5.1, the College runs an open competition to identify a number of high achieving early-career research students who are subsequently appointed to **College Research Associateships**, conferring membership of the College and some other non-residential and non-stipendiary privileges and benefits for a varying fixed term. The process of selection is determined by the College Council, but normally takes the form of interviews for those on a shortlist, preceded by gathering information on all candidates' academic careers, references, and other associated information on, for example, further available sources of funding, and age and gender for profile screening. We process this data to perform our obligation to candidates in a competition advertised by the College, thus honouring our undertaking to judge their cases fairly and efficiently.

In order to provide appropriate, adequate and effective undergraduate teaching across all Tripos subjects, the College from time to time appoints **College Teaching Associates**, contracted to teach for a specified number of hours each academical year, in return for appropriate remuneration, membership of the College and other non-residential, non-stipendiary privileges and benefits over a varying fixed term. Again, the process of selection is determined by the College Council, but normally takes a form similar to that identified for College Research Associates. We process this data to perform our obligation to candidates in a competition advertised by the College, thus honouring our undertaking to judge their cases fairly and efficiently.

Under its Standing Orders C4.1 and 2, the College Council also appoint senior visitors as either **Fellow Commoners or Beaufort Visiting Fellows**, who reside in the College, are admitted to membership of the College, and enjoy various non-stipendiary privileges and benefits for one, two or three University terms. CVs and references are submitted as part of the selection process.

While the College Research Associates, College Teaching Associates, Fellow Commoners and Visiting Fellows hold their appointments, the College processes a range of personal data in fulfilment of its contractual obligations, including but not limited to College accommodation provided, payments made to or received from the data subject, disclosed family and contact details, and attendance at College events. Data relating to disclosed health issues are processed on the bases of legal obligation and Article 9 Condition b (ensuring health, safety and welfare of employees) with Data Protection Act Schedule 1, Part 1, Condition 2. Correspondence with appointment holders is processed and may be retained for the lifetime of the College on the basis that it is in the College's legitimate interests to have a record of past communications.

Where does this data come from?

The personal data held are either supplied by the candidates and by their referees, or generated as a consequence of their engagement with the College.

Sharing with Third Parties

For the performance of contractual and other legal obligations, data in respect of successful candidates may be shared with the University, banks and building societies, governmental organisations and other necessary official bodies. Otherwise, we do not pass this personal data to any third party, without the express consent in writing of the candidate as data subject.

We do not pass any personal data collected to this end outside the European Economic Area.

Retention of data

In the cases of unsuccessful candidates or applicants, personal data are retained for the duration of the annual competition or the duration of any process of consideration by the College Council, and for up to two years thereafter, so that the College may address any issues or questions of procedure raised by the candidate. In the cases of candidates selected for appointment, data necessary for the performance of any contract, for example in respect of remuneration for teaching undertaken at the College's request, are retained for the appropriate statutory periods, while other subsets of the data are retained over a longer term as part of that data normally processed for non-resident members of the College.

Rights of the Data Subject

Those who submit data in this way have 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).

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

If candidates have questions or concerns about their personal information, or how it used, they should speak to staff in the **Master's and President's Office** in the first instance. If they require further guidance, they should contact the College Data Protection Lead using the details given above.

If candidates 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>).

January 2024