

St John's College Cambridge Data Protection Policy (Standing Order J.2)

- a. The College complies with the General Data Protection Regulation 2018, and corresponding current UK legislation.
- b. The Council shall appoint a Data Protection Officer, in conformity with current legislation. Until further notice, operational responsibility for the management of matters relating to data protection shall rest with the Head of Information Services and Systems.
- c. College Departments will review and update at least once a year returns made under the 2017 College-wide data audit, sending the results of such reviews in writing to the Head of Information Services and Systems. In so doing, the Head of Department will confirm that the Department has observed the retention/disposal arrangements detailed in those returns and reviews.
- d. Data Protection Statements and Privacy Notices detailing data processing and data sharing undertaken by and in the College shall be published and maintained on the College Website, by the Head of Information Services and Systems.
- e. The College's Data Protection Officer and the Head of Information Services and Systems will work with the Office of Intercollegiate Services, and directly with the University and other Colleges, to ensure that Data Protection Statements, Privacy Notices and other relevant communications and internal processes are as consistent and as accessible as possible.