

## **St John's College, Cambridge, Data Protection Statement: Students at Other Colleges**

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](mailto: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](mailto:DPO@joh.cam.ac.uk).

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

To ensure efficiency in the shared use of the St John's College playing fields by St John's, Magdalene and Sidney Sussex Colleges, in fulfilment of contractual agreements between the two other Colleges and St John's, and to ensure that only *bona fide* members of the three colleges enjoy these facilities, the College's Playing Fields staff retain gate lists detailing names, emails, contact telephone numbers and College addresses of all students currently in residence in the three colleges.

Under specific conditions, students reading certain identified subjects may use and borrow items from the College Library. In these cases we process names, CRS IDs and borrowing records relating to the individual student.

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

The personal data are supplied by Student Services offices or the equivalent at the three Colleges, via the shared University library housekeeping system, or directly by the student.

### *Sharing with Third Parties*

Some data recorded in the shared Cambridge library housekeeping system are visible to staff in other Cambridge libraries. Otherwise, we do not pass this personal data to any third party, without the express consent in writing of the data subject.

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

### *Retention of data*

Playing fields: These personal data are stored in hard copy, and are deleted three years after receipt.

Library: records are deleted in the summer after a student leaves Cambridge.

### *Rights of the Data Subject*

The member of one of these Colleges, as 'data subject', 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).

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 have questions or concerns about their personal information, or how it used, they are invited to speak to the **relevant College department** in the first instance. If in need of further guidance, they are asked to contact the College Data Protection Lead 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>).

January 2018

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