



## DATA PROTECTION STATEMENT: STUDENTS

### Statement regarding the use of personal information

Purpose	This Data Protection Statement sets out how the College collects and processes the personal information of all students		
Author	JNER	Date	15.05.2018
Replaces	New statement		
Approved by	Governing Body	Date	21.05.2018
Next Review date	Currently under review		

### Legal basis for collecting your personal information

1. This statement explains how Corpus Christi College (“the College”, “we” and “our”) handles and uses information we collect about those applicants we make an offer of study to, and students once they join the College (“you” and “your”). In broad terms, we use your personal information to manage the ongoing relationship between the College and you as part of our lifelong community of scholars. This includes guiding and supporting your academic studies, maintaining and reviewing your academic progress and pastoral welfare, reviewing your financial commitments to the College and (if you live in College accommodation) managing our relationship with you as a resident.
2. When changes are made to this statement, we will publish the updated version on our website and notify you by other communications channels as we deem appropriate or necessary.
3. The controller for your personal information is Corpus Christi College, Trumpington Street, Cambridge, CB2 1RH. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS 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.
4. 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 information, is the Data Protection Coordinator, [dpc@corpus.cam.ac.uk](mailto:dpc@corpus.cam.ac.uk).
5. The normal legal basis for processing your personal information is that it is necessary in the performance of one or more contracts with us (including preparing to become a student and member of the College, the expectations on both sides during your course of studies and any related accommodation contract). We have commitments to other external bodies (particularly the University of Cambridge) as part of those contracts, and we outline below

(see “*How we share your personal information*”) how and when we ordinarily will share your personal information. For some specific purposes, we may rely on another legal basis, including where we are required for compliance with a legal obligation (e.g. financial records, equal opportunities monitoring), or where we believe it is in our legitimate interest to do so (e.g. to enable your access to external services). You may ask us for further information on these matters at any time if you have specific concerns.

## How your information is used by the College

6. We collect and process your personal information, as specified below and as detailed in the Annex, for a number of purposes, including:
  - a. maintaining your personal details, including ensuring effective communications with you;
  - b. maintaining a formal record of your academic progress and achievements at the College, the University of Cambridge, and elsewhere;
  - c. maintaining a formal record of your engagements with and achievements at the College, the University of Cambridge, and elsewhere;
  - d. maintaining a record, where appropriate, of any particular personal needs you require to participate fully in the College and University life (including any support needs that are, or have been, provided by the College or the University during your course of studies), as well as information about your general health and wellbeing;
  - e. maintaining financial records relating to your studies, your funding and other financial support arrangements;
  - f. provision of references to third parties;
  - g. maintaining a record of your behaviour and in particular where there have been concerns or complaints raised about you;
  - h. maintaining a record of any complaints you make to the College, and their outcome; and
  - i. maintaining data to enable the College and the University to produce statistics and research for internal and statutory reporting purposes.
7. Further details are provided in the Annex. If you have concerns or queries about any of these purposes, please contact the Tutorial Office ([tutorial@corpus.cam.ac.uk](mailto:tutorial@corpus.cam.ac.uk)) or the Graduate Administrator ([graduate-administrator@corpus.cam.ac.uk](mailto:graduate-administrator@corpus.cam.ac.uk)) in the first instance, or Mrs Jenny Reavell, Data Protection Coordinator, Corpus Christi College, Cambridge ([dpc@corpus.cam.ac.uk](mailto:dpc@corpus.cam.ac.uk)).
8. We would not monitor social media sites for any personal data relating to you, unless we believed there was a legitimate interest for us to do so and only if we inform you we might do this in advance. Consequently, we do not routinely screen your social media profiles but, if aspects of these are brought to our attention and give rise to concerns about your conduct, we may need to consider them.
9. We also operate **CCTV** on our sites which will capture footage. Our CCTV policy can be viewed at <https://www.corpus.cam.ac.uk/our-policies-and-procedures>.

10. Please note that if you engage with us for any other purpose (e.g. you work for us, or volunteer for us), there are additional data protection statements that you will be provided with for those other purposes, usually at the first point of engagement.

## **Who we share your data with**

### ***Within College***

11. We share information with relevant people within the College (for example Tutors, Finance, Porters, Development Office) including: names; subjects; age; year in course; accommodation in College; academic performance; details of prizes, awards, bursaries and scholarships; dietary requirements or preferences; financial circumstances as declared by you; emergency contacts as declared by you; medical conditions declared by you; disabilities declared by you; details of accidents or personal incidents requiring the intervention of the College Porters or the College First Aiders.
12. This is considered necessary for the College to operate smoothly but you can request a greater level of privacy by contacting the Tutorial Office ([tutorial@corpus.cam.ac.uk](mailto:tutorial@corpus.cam.ac.uk)) or the Graduate Administrator ([graduate-administrator@corpus.cam.ac.uk](mailto:graduate-administrator@corpus.cam.ac.uk)) in the first instance, or Mrs Jenny Reavell, Data Protection Coordinator, Corpus Christi College, Cambridge ([dpc@corpus.cam.ac.uk](mailto:dpc@corpus.cam.ac.uk)).
13. The College also takes photographs of its students, either individually and/or as a group in a matriculation and graduation photographs. These are widely used within the College and may be on public display.
14. Otherwise, the College restricts the sharing of your personal information within the College in line with its confidentiality policies.

### ***With the University***

15. By being a member of a College and registering for a course of study, you are automatically a member of the University of Cambridge. The academic and student support arrangements between the College and the University of Cambridge are complex and varied depending on your course and level of study. Information relating to you (and particularly your academic studies) is shared routinely and often with the University, and the University and its partners (including the College) have a data sharing agreement to govern such interactions and information transfers in both directions, as well as a shared student record system and database.
16. The personal information shared with the University will include only that which is necessary for you to undertake and complete your studies and your examinations, and in addition will include any information necessary for the College to fulfill its obligations and agreements with the University about the shared University community (including sufficient information for the University to record and collate instances of student behaviour or complaints across all of the Colleges and the University). Where possible, the College will notify you of its intention to share such data in advance.

17. The University is a separate legal entity to the College and has its own statement about your personal information and its procedures, which you can view at: <https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data>. It in turns shares information with the affiliated student unions and a number of other bodies for statutory and other purposes.

### *With other organisations*

18. The College routinely shares information with, and receives information from, external organisations where appropriate, including:
- a. the Cambridge City Council and other local authorities (to provide evidence of any rights to or exemptions from local services and taxes, including electoral registration and council tax);
  - b. your funding providers or sponsors, as agreed with them and/or you, including the Student Loans Company/ Student Awards Agency for Scotland/ NHS/ Education Authority (Northern Ireland);
  - c. universities and Colleges Admissions Service (in relation to your application, offer and requirements to meet any offer of study).
19. We may also be subject to a legal requirement (with or without your consent) to share your personal information with some government agencies under special circumstances (e.g. relating to crime or health and safety), such as the police or security services or other statutory authorities with investigatory powers. Where possible, the College will notify you of its intention to share such information in advance.
20. We will normally provide confirmation of your qualifications and other academic references to a prospective employer or financial sponsor if it is reasonably clear that it would be in your interests to do so, and we have made reasonable checks to ensure the information is being requested for that purpose.
21. We may also provide personal information to agencies and trusted advisers in order to receive professional advice or guidance in relation to a number of matters (examples of such advice include legal and audit services, fee status verification services, intercollegiate agreement services) or to provide services to you through a third party on our behalf. In such circumstances, data sharing agreements are in place to ensure your personal information is not retained by them for longer than necessary or otherwise shared more widely.
22. The College may share information with organisations overseas as part of arrangements related to your membership of the College (e.g. field trip, student exchange programme, an overseas funding provider). In most cases, this will be related to the operation of a contract.

### **Publication of your personal information**

23. We would not normally make your personal information publicly available without your consent

24. Where you are a named contact for a College society some personal information, such as your name, photograph, CRSID and society email address may be publicly available, for example on our website.
25. We would encourage you to be careful when sharing personal information about other students in public social media sites and other similar environments.
26. Note that the University's people search function may also be widened to be accessible to the general public by changing the settings at <http://www.lookup.cam.ac.uk/self>: its default setting is otherwise to allow access to all members of the University and all Colleges: we share this because we believe it helps significantly in building community relations and networks and helps others get in touch with you easily.

### How long we keep your information for

27. The Annex outlines specific retention periods for certain categories of information: most of these are determined by legal requirements relating to that specific information.
28. Where no specific retention period is otherwise noted in the Annex the College reduces your personal data to a subset of information so that we can retain a sufficient record for references and other related purposes, and of your time at the College. This is carried out three years after the year of graduation (or after you go out of residence for the final time). The archived record could retain:
  - a. application form, interview record, and record of references received or given;
  - b. supervision records and academic records
  - c. accommodation records;
  - d. medical information (only where pertinent to a cause of death or serious injury);
  - e. information relating to you leaving prematurely or intermitting;
  - f. major disciplinary matters (e.g. dishonesty, harassment, non-attendance, plagiarism);
  - g. correspondence (including biographical details, addresses and career after you have left College);
  - h. references written (even if duplicated elsewhere); and
  - i. Tripos results, records of merit-based awards, academic prizes or special prizes.
29. We strongly encourage all of our students to remain in touch with the College after they leave and, for that reason, we transfer a subset of this information to our Development Office. You are encouraged to read our separate statement about personal information for alumni, which covers your ongoing lifelong membership of the College at <https://www.corpus.cam.ac.uk/our-policies-and-procedures>.

### Your rights

30. You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to

communications; and to ask for the transfer of your data electronically to a third party (data portability).

31. Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them, for example where there is an overriding legal requirement to keep such data.
32. If you have questions or concerns about your personal information, or how it used, please speak to the relevant College staff in the first instance. If you need further guidance, please contact the Tutorial Office ([tutorial@corpus.cam.ac.uk](mailto:tutorial@corpus.cam.ac.uk)) or the Graduate Administrator ([graduate-administrator@corpus.cam.ac.uk](mailto:graduate-administrator@corpus.cam.ac.uk)) or the Data Protection Coordinator ([dpc@corpus.cam.ac.uk](mailto:dpc@corpus.cam.ac.uk)).
33. You can also contact The Data Protection Officer for the College at the Office of Intercollegiate Services Ltd (OIS Ltd), 12B King's Parade, Cambridge, 01223 768745, [college.dpo@ois.cam.ac.uk](mailto:college.dpo@ois.cam.ac.uk).
34. If you remain unhappy with the way your information is being handled, or with the response received from us or the Data Protection Officer, you 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/>).

## Annex

We collect and process your personal information, as specified below, for a number of purposes, including:

**a. maintaining your personal details, including ensuring effective communications with you;**

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

- i. your current name and any previous names you have had;
- ii. unique personal identifiers (e.g. student number, CRSID, date of birth, photograph);
- iii. your current and previous contact details;
- iv. next-of-kin or emergency contacts.

We will assume that you have obtained permission from your next-of-kin or emergency contact for us to hold their information for that purpose.

**b. maintaining a formal record of your academic progress and achievements at the College, the University of Cambridge, and elsewhere;**

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

- i. your application details, our assessment of your application and the details of any offer(s) of study we have made;
- ii. records of your academic provision from the College (including supervisions, College examinations and other academic support);
- iii. matriculation and graduation details and records of your academic qualifications (including those prior to becoming a member of the College);
- iv. other details of your academic progress or achievements (e.g. College or University awards or prizes).

Where an award or prize is provided by an external sponsor, we will normally share details about you and your academic performance with them. We may also publish that information in our prize lists (on public view to those entering the College), and in communications to our alumni and supporters.

**c. maintaining a formal record of your engagements with and achievements at the College, the University of Cambridge, and elsewhere;**

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

- i. records of your membership of College committees, the Junior Common Room (JCR), Middle Common Room (MCR) and College clubs and societies;
- ii. awards, prizes and achievements in College or University-related activities (e.g. music, arts, sports etc.).

**d. maintaining a record, where appropriate, of any particular personal needs you require to participate fully in the College and University life (including any support needs that are, or**

**have been, provided by the College or the University during your course of studies), as well as information about your general health and wellbeing;**

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

- i. details of any disability, illness, and any consequent learning support, social support or other support needs;
- ii. details of any serious risks affecting you (e.g. severe allergies);
- iii. arrangements agreed with you to manage your use of College and University facilities (e.g. computing services, sports facilities, libraries, accommodation, learning spaces), including any special requirements that may be linked to your health or religious beliefs;
- iv. other information to support your health, safety and wellbeing.

We may also retain copies of statements from professional medical advisers, provided either by you or directly to us.

All personal information will be managed in line with our confidentiality policy. We recognise that much of the personal information outlined above is of a sensitive nature and requires a high level of discretion. Wherever possible, we will discuss and agree with you in advance when and with whom we share this information, but we reserve the right to disclose information to others in matters relating to significant risks to your health and safety or the health and safety of others.

This information is normally retained until three years after the year in which you complete your studies.

Please note that where you are referred to services not offered directly by the College (e.g. College counsellor, the University Counselling Centre and the University's Disability Resource Centre), these support services will have their own data protection statement (or privacy notice) and we advise you pay close attention to these.

**e. maintaining financial records relating to your studies, your funding and other financial support arrangements;**

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

- i. records of your sources of funding support and tuition fee liabilities and, where relevant, records of your accommodation liabilities and other related charges (e.g. kitchen fixed charge, utilities charge), as well as what monies are to be, and have been, collected by the College on behalf of itself and the University;
- ii. records of any financial support agreed by the University and/or the College (including Cambridge Bursaries, other studentships or awards, additional discretionary funding, benefits or waivers approved by the College);
- iii. where you reside in accommodation owned or managed by the College, copies of any accommodation contract(s);
- iv. where appropriate, your banking details in order to conduct financial transactions, and records of such transactions;
- v. records of your College financial account, including balance and transactions;
- vi. copies of any correspondence with you about any of the above matters.



Where this information includes the personal information of others (e.g. parental income evidence), we will assume that you have their permission to provide it to us for our purposes. This information is normally retained until seven years after the year in which you complete your studies.

**f. provision of references to third parties;**

In addition to the information above (and particularly your achievements in b. and c. above), we retain personal information (provided by you or created by us), including:

- i. records of your advisers, including where relevant your Tutor, Director of Studies and other nominated College personnel who provided you with personal support.

**g. maintaining a record of your behaviour and in particular where there have been concerns or complaints raised about you;**

We retain personal information (provided by you or by others, or created by us), including:

- i. details of any investigations undertaken by the College into your conduct or behaviour (e.g. disciplinary investigations, fitness to study investigations, complaints made against you);
- ii. a record, including the final outcome, of any investigation of the University into your conduct or behaviour.

The College has several complaints procedures, relating to different matters, with which you are expected to familiarise yourself and, in all cases, personal information will be managed in line with our confidentiality policy. We recognise that investigations may include information or statements of either a sensitive or disputed nature, or that such records require a high level of confidentiality. Wherever possible, we will discuss and agree with you in advance when and with whom we share this information, but reserve the right to disclose information to others in matters relating to significant risks to your health and safety or the health and safety of others.

This information is normally retained until three years after the year in which you complete your studies.

**h. maintaining a record of any complaints you make to the College, and their outcomes; and**

We retain personal information (provided by you or by others, or created by us), including:

- i. details of any complaints you have made to the College and their outcomes, where these have been taken through the College complaints procedure.

This information is normally retained until three years after the year in which you complete your studies.

**i. maintaining data to enable the College and the University to produce statistics and research for internal and statutory reporting purposes.**

It is difficult to provide a comprehensive list, but we retain personal information (provided by you), including:

- i. information relating to “equal opportunities” (e.g. nationality, ethnicity, religious and other beliefs, gender, sexuality, age) in order to fulfil legal requirements of the College or the University;
- ii. information relating to known relationships with other members (past or present) of the University of Cambridge or any of the Colleges;
- iii. information relating to your rights to live, work and study in the United Kingdom; and
- iv. any criminal record that may affect your status as a student of the University or the College.