

# How we use your personal information

## *-- Participants in pre-undergraduate events and initiatives at Churchill College*

This statement explains how Churchill College (“we” and “our”) handles and uses information we collect about participants in pre-undergraduate events and initiatives (“you” and “your”). In broad terms, we manage your data to enable you to participate in pre-undergraduate events and initiatives.

The controller for your personal information is Churchill College, Storey’s Way, Cambridge CB3 0DS. 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 College otherwise responsible for data protection at the time of issue is Hannah James, College Data Protection Lead ([information@chu.cam.ac.uk](mailto:information@chu.cam.ac.uk)), and the person responsible for monitoring compliance with relevant legislation in relation to the protection of personal information is the College Bursar, Tamsin James ([bursar@chu.cam.ac.uk](mailto:bursar@chu.cam.ac.uk)). Please contact [information@chu.cam.ac.uk](mailto:information@chu.cam.ac.uk) with any questions in the first instance.

The legal basis for processing your personal data is that it is in our public interest or is necessary for the purposes of our legitimate interests, where we have concluded that our interests do not impact inappropriately on your fundamental rights and freedoms. If there are any exceptions to this, they are indicated in the statement below.

### **How your data is used by the College**

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

- A. For prospective participants in admissions, recruitment, or widening participation events/activities, who are providing information about themselves, and/or other prospective participants, and/or other third parties (e.g., teachers, parents, or carers)

Information about how participants’ personal information will be used by us in connection with the administration of pre-undergraduate events and initiatives, and for related purposes, is available at [www.undergraduate.study.cam.ac.uk/how-we-use-participant-data](http://www.undergraduate.study.cam.ac.uk/how-we-use-participant-data)

You should check that other prospective participants and/or third parties are happy for you to supply their details before providing us with any information about them. Third party information will only be used for operational and communications purposes during the event/activity.

- B. For third parties who are providing information about prospective participants and/or other third parties (e.g. teachers providing information about pupils or colleagues)

Information about how participants’ personal information will be used by us in connection with the administration of pre-undergraduate events and initiatives, and for related purposes, is available at [www.undergraduate.study.cam.ac.uk/how-we-use-participant-data](http://www.undergraduate.study.cam.ac.uk/how-we-use-participant-data)

You should check that prospective participants and/or third parties are happy for you to supply their details before providing us with any information about them. Third party information will only be used for operational and communications purposes during the event/activity.

- C. For providing you with necessary services

Where relevant, we will also collect data for the provision of services (for instance, when you are arranging a visit to the College). This may include sensitive personal information (e.g. about your access and/or dietary requirements). We will not retain this information for any longer than is necessary for the provision of the event/activity, which may mean that you

will need to be provide it on successive occasions.

#### D. Electronic marketing

We'd like to keep in touch to invite you to further events/activities, and/or to provide you with additional information about the University and/or its Colleges and/or its Departments and/or resources relating to applying to Higher Education. We will only do this when you have positively told us that you would actively like to continue to hear from us. Please note that you can ask to be removed from our mailings database at any time by emailing [schools.liaison@chu.cam.ac.uk](mailto:schools.liaison@chu.cam.ac.uk)

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

You can find information about data sharing at [www.undergraduate.study.cam.ac.uk/how-we-use-participant-data](http://www.undergraduate.study.cam.ac.uk/how-we-use-participant-data) and [www.ois.cam.ac.uk/policies-and-protocols/data-sharing-protocols](http://www.ois.cam.ac.uk/policies-and-protocols/data-sharing-protocols)

### **Your rights**

You have the following rights: to ask us for access to, or rectification of, or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). 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 that they be exercised.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns>

*Last updated: 05/05/21  
Hannah James*