

How we use your personal information

-- *Bill Brown Creative Workshop users*

This statement explains how Churchill College (“we” and “our”) handles and uses data we collect about users of the Bill Brown Creative Workshop (“you” and “your”).

The controller for your personal information is Churchill College, Storeys Way, Cambridge CB3 0DS. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (ISL)(64 Bridge Street, Cambridge; 01223 768745; college.dpo@isl.cam.ac.uk). ISL 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 in College otherwise responsible for data protection at the time of issue is Hannah James, College Data Protection Lead (information@chu.cam.ac.uk), and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar, Tamsin James (bursar@chu.cam.ac.uk).

The legal basis for processing your personal information is Contract.

How your data is used by the College

We use your information to:

- deliver our contractual obligations to you by providing you with access to the Creative Workshop’s facilities;
- fulfil our legal obligations (e.g. health and safety compliance through training);
- maintain contact with subscribed users via an e-newsletter;
- pursue our legitimate interests which include: keeping records of access to the facility for security purposes; processing feedback and requests for new equipment; promotion of the Workshop and its facilities; and
- process contact information for the booking and provision of services and events.

For how long do we keep your data?

The longest we retain your personal data is for the duration of your use of the Creative Workshop plus six years.

How we share your personal data

Within the College, your data will be shared with the Porters Lodge to facilitate your access to the Creative Workshop.

Externally, your data may be shared as part of promotional activities. This data would be limited to your name and photograph.

Your rights

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; 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 to exercise them.

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/make-a-complaint/>

Last updated: October 2025