

## **St John's College, Cambridge, Data Protection Statement: Choir Association**

The Data Controller is **St John's College Cambridge**. Questions on this Statement should be addressed to the College's **Head of Information Services and Systems**, St John's College, Cambridge, CB2 1TP. 01223 338661; [amn1000@cam.ac.uk](mailto:amn1000@cam.ac.uk).

*What data are processed, and why?*

As articulated in College Statute II(1) when detailing the qualifications and duties of the Master, and in other mission statements, the College has throughout its history been characterised as 'a place of Education, Religion, Learning and Research'. St John's has for nearly four centuries recruited to and run a Choir for men's and boys' voices, to enhance and continue our obligations of providing services in the College Chapel in accordance with the liturgy and ceremonials of the Church of England. Sharing in the experience of singing at St John's led former members of the Choir to seek and nurture the maintenance of old friendships. The first formal associations were the Old Choristers' Association and the Choral Students' Association, founded in the 1950s. These were succeeded in 1995 by the St John's College Choir Association. This Association was disbanded in 2008 and replaced by The Choir Association of St John's College, Cambridge, committing the College to providing a greater level of support for the activities of the Association, which may today be summarised thus.

- To ensure the long-term sustainability of the Choir and its musical heritage by assisting with fundraising and other promotional activities;
- To support and encourage the musical education and activities of current and former members of the Choir;
- To promote friendly association between former Organ and Choral Students, Lay Clerks, Volunteers and Choristers;
- To provide a forum whereby individuals, who were not members of the Choir but have a keen interest in it, may forge closer links;
- To foster and maintain links between the membership, the College and the College School through events in the College and other activities;
- To disseminate information to the membership via termly Newsletters, Website and other appropriate social media channels.

To honour these undertakings to the Association's membership, the College processes names, addresses, emails, phone numbers, years in membership, years served in the Choir, and other relevant information such as known musical careers or interests.

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

The personal data are supplied by the Choir Office, the College School, the Development Office, members of the Choir Association (the data subjects) and by the College's Biographical Librarian.

### *Sharing with Third Parties*

The data are not shared outside the College. Therefore, we do not pass any personal data collected to this end outside the European Economic Area.

### *Retention of data*

These personal data are deleted no later than six years after membership of the Association expires. Some career data are retained indefinitely as part of an alumni record if the subject is a member of the College, and **justification for this is supplied under the alumni data protection statement**. For those who are not members of the College, we retain data for the specified period in order to respond to any issues raised by the former member of the Association and to facilitate any application to rejoin, should one be made. The College's Raiser's Edge database has been used to store electronic records relating to the Choir Association from 2018.

### *Rights of the Data Subject*

The member or former member of the Choir Association 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). In certain circumstances, the data subject's parents/guardians may also enjoy these rights.

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 **College Chapel and Choir Office staff** [link] in the first instance. If in need of further guidance, they are asked to contact the Head of Information Services and Systems 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/>).

April 2018