

## **St John's College, Cambridge, Data Protection Statement: Organ and Choral Students (junior members of the College), Lay Clerks and Volunteers**

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 Head of Information Services and Systems, St John's College, Cambridge, CB2 1TP. 01223 338661; [DPO@joh.cam.ac.uk](mailto:DPO@joh.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'. For nearly four centuries we have recruited to and run a Choir for men's and boys' voices, to enhance and continue our obligation to provide services in the College Chapel in accordance with the liturgy and ceremonials of the Church of England. We have also identified talented young organists to assist with these same services, and with the wider commitments of the Choir. Additionally, we run a mixed-voice Choir, the St John's Voices, who from time to time undertake activities similar to those sustained by the College Choir. To these ends, we process data on a number of talented adult singers and organists. Individuals fall into two categories: Organ/Choral Students (current undergraduate and graduate students ('junior members')) of St John's College, and others – known as Lay Clerks or Volunteers – recruited to supply gaps in the ranks should the availability of junior members fail to meet the immediate needs of the Choir.

In return for organ and choral scholarships awarded by the College, and/or other contractual payments, these individuals undertake commitments to the Choir or St John's Voices, including playing and singing at Evensong and certain other services in Chapel, and touring in the UK and overseas to honour recital and choral engagements arranged by the College. As a necessary step to honour our legal, financial and personal commitments to these people, the College processes names, dates and places of birth, passport details, home addresses, declared medical conditions, National Insurance numbers, formal contracts with the College, health certificates, educational records, records of organ and singing experience and potted biographies for PR/media use, bank and building society details, voice details, notes of progress with singing and musical lessons, and records of participation in tours and events.

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

The personal data are either created by the College or supplied by the Organist or Chorister, their GP, and the Disclosure and Barring Service.

### *Sharing with Third Parties*

To honour legal commitments and contracts that form part of our obligation to remunerate and care for the Organ/Choral Students, Lay Clerks and Volunteers or members of St John's Voices, and to make contractual arrangements for relevant events and tours, we share some of this data with the following third parties:

The College School, in cases where the adult is appointed to teach/work with members of the School.

Members of the College Council's Choir Advisory Committee (named Fellows and certain members of the Chapel and Choir Office staff).

Members of the College Finance Department, to enable fee payments to be made by electronic transfer.

The Disclosure and Barring Service.

The Police to enable checks to be made for tour licensing purposes.

Travel agents, airlines, insurance companies, and tour promoters, in order to make possible Choir tours.

Concert promoters, recording companies and specialist media outlets, for the promotion of performances, recordings and interviews.

Other than in the limited cases of concert or tour promotion, we do not pass any personal data collected to these ends outside the European Economic Area.

### *Retention of data*

Personal data are deleted or destroyed no later than seven years after a person has left the College/Choir. In the cases of unsuccessful applicants for these positions, data are retained for no more than six months after the date of interview or trial. We retain data for these periods in line with legal obligations and in order to respond to any issues raised by the

Organ/Choral Students, Lay Clerks and Volunteers arising as a result of their participation in Choir activities and interviews.

### *Rights of the Data Subject*

The Organ/Choral Students, Lay Clerk or Volunteer or applicant 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 **College Chapel and Choir Office staff** 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