

St John's College, Cambridge, Data Protection Statement: Tenants of the College

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]: 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.

What data are processed, and why?

In seeking a return on its assets and investments in pursuit of its charitable aims, the College operates a property portfolio, and consequently has dealings with residential, agricultural and other commercial tenants. Personal data, including names and addresses, telephone numbers, property details, bank details, lease terms, and financial information relating to payments made to the College, are processed. Processing of such data is necessary for the performance of a contract to which the tenant as data subject is party, and to take necessary steps at the request of the tenant prior to entering into a contract. It is also necessary for the purposes of the legitimate interests pursued by the College.

Where does the data come from?

The personal data held are supplied by tenants and those applying for tenancies, their representatives and agents. In the interests of necessary due diligence some information supplied will be checked against third-party sources, either in the form of references or sources in the public domain.

Sharing with Third Parties

We do not pass this personal data to any third party without the consent of the data subject.

Possessing that consent, data are shared with solicitors and agents managing properties and handling relevant business on behalf of the College, and with solicitors and agents appointed by the tenants and applicants for tenancies.

We do not pass any personal data collected to this end outside the European Economic Area.

Retention of data

These personal data are retained for the duration of a contractual agreement and thereafter for a minimum of seven years, in accordance with national legislation and/or to ensure that further commercial dealings with erstwhile tenants can proceed in a professional, informed and efficient manner.

Rights of the Data Subject

The tenant 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 such a request.

If the data subject has questions or concerns about their personal information, or how it used, they should speak to the **College Bursary staff** in the first instance. If they need further guidance, they should contact the Head of Information Services and Systems using the details given above.

If data subjects remain unhappy with the way your 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>).

January 2018