

## **St John's College, Cambridge, Data Protection Statement: Non-resident Alumni data held by the Biographical Office**

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, Dr Mark Nicholls, 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?*

People are admitted to membership of St John's College for life. Except in rare cases when the College Council removes membership under the **College's Standing Order A.5.3** or when an individual asks in writing to terminate their membership, the bond between College and member is severed only by death. Based on this principle of lifelong association, and also on the College's remit to further our declared aims around education, religion, learning and research, articulated in **our Statutes**, the College has for at least four hundred years maintained biographical records for its members, the better to know them and to enable them to enjoy and benefit from the spirit of scholarly communality that College membership confers, after they have completed their studies and work at St John's.

The College therefore processes personal data of alumni for the following principal purposes:

1. For the purposes of furthering historical research and the preservation of historical statistics: to inform future historians on the composition of St John's College over centuries, allowing the charting of long-term trends in admissions policies, exam performance, subject preferences, and careers choices.
2. To inform as many members as possible of the current academic and financial performance of the College, and of its strategic ambitions.
3. To allow the College to honour and congratulate its members on their achievements as they pursue their lives and careers. It has long been a duty of the Master, Tutors, and teaching Fellows to rejoice and condole at appropriate moments with a fellow member of St John's, very often someone known to them across many years. That engagement is greatly appreciated by many Johnians and their relatives.

4. To otherwise commemorate and celebrate the successes of our alumni in various ways, notably those prominent in public life or distinguished for their success in a particular profession or calling. Colleges also commemorate their benefactors, in line with their ancient remit to pray for, remember and commemorate those who give us support in our charitable aims, in the case of St John's from our Foundress Lady Margaret Beaufort onwards.
5. To help members of the College renew and remain in contact with old friends.

To these ends the department charged with preserving and perfecting the historical alumni record, the College's Biographical Office, processes a wide range of personal data, including names, dates of birth, photographs, CVs, family details, records of any time spent in the College, honours and awards, sporting and other non-academic achievements, and known interests.

Given the centuries-old and widely-recognised centrality of the bond between a College and its membership, such processing of personal data by the Biographical Office is necessary for the pursuit of the College's legitimate interests.

Other additional purposes are articulated in the data protection statement prepared by **the College's Development Office**.

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

The personal data held are supplied by the individual, or 'data subject', on application to the College, at the point of becoming a member of the College, and thereafter. Further data are shared with us by the University of Cambridge, and by other third parties such as College friends of the data subject. In the College's Biographical Office record we note, and attempt to verify, data. Wherever possible we record the source of this information to facilitate subsequent authentication. We also obtain data from documents, publications and sources in the public domain, where this adds to or appears to correct information already held. Again, the source of such information is recorded by the Biographical Office.

### *Sharing with Third Parties*

The Biographical Office shares information with other College departments and College officers – for example with the Master when he writes to Johnians to congratulate them on career milestones and on their ninetieth and one hundredth birthdays. Otherwise, we do not pass personal data stored in the Biographical Office record to any third party, without the express permission in writing of the data subject.

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

Data held by the Development Office are shared with third parties as detailed in the separate data protection statement.

### *Retention of data*

Because of its historic and enduring interest and relevance to College aims, personal data are retained by the Biographical Office for the lifetime of the College, subject to correction of errors as soon as possible after they are identified.

### *Rights of the Data Subject*

As the ‘data subject’, a member of the College has the right to ask us for access to, rectification or erasure of their personal information; to restrict processing of that data (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 to exercise them.

If the data subject has questions or concerns about their personal information, or how it used by the Biographical Office, they should speak **to the Biographical Librarian**. If further guidance is required, please contact the Head of Information Services and Systems using the details given above.

If the data subject remains 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/>).

January 2018