

## **St John's College, Cambridge, Data Protection Statement: Ordinands in Training**

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?*

The College from time to time processes personal data of certain candidates for ordination in the Church of England. The data are normally processed by the Chaplain, who commonly holds details of names, ages, addresses, phone numbers, copies of Bishops' Advisory Panel reports, records of progress, records of theological thoughts and questions, or pastoral issues, raised by the candidate, and details of personal targets for the following year.

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

The personal data held are supplied by the candidate for ordination, the relevant theological training college, and by colleagues in the College such as the Dean of Chapel.

### *Sharing with Third Parties*

The College shares some data, particularly reports on progress, with the training college, having secured the candidate for ordination's consent. We do not pass this personal data to any other third party without the express consent in writing of the candidate as data subject.

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

### *Retention of data*

The data are held for so long as the candidate for ordination is on placement at St John's.

### *Rights of the Data Subject*

Those who submit data in this way have 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 candidate for ordination why we might not comply with a request to exercise them.

If candidates have questions or concerns about their personal information, or how it used, they should speak to **the Chaplain** in the first instance. If they require further guidance, they should contact the Head of Information Services and Systems using the details given above.

If these 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/>).

January 2018