

## **St John's College, Cambridge, Data Protection Statement: Wedding arrangements**

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?*

The clergy of the College and staff of the Chapel and Choir Office officiate at and make other arrangements for weddings and blessings of marriages in the Chapel, in accordance with **College Standing Order G.4**. The data processed consists of names, ages, addresses, the date of the ceremony, proofs of identification in order to establish identity, contact details for parents of the couple, names of the best man and bridesmaids, and any payments made for these services. Data collected to this end are essential to the performance of our contract with the couples involved, and the efficiency of the Chapel as a place of worship. The College assumes that the couple have secured the consent of third parties to hold the basic personal details listed above.

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

The personal data held are supplied by couples during the run up to the ceremony, and by those they have authorised to handle arrangements for the wedding or blessing, together with any further requirements or instructions that the couple or those acting for them supply to the College, such as catering for a reception.

### *Sharing with Third Parties*

Names, ages, addresses, phone numbers and the date of a wedding are shared with the Faculty Office to secure an Archbishop's Licence, required by law for all weddings in the College Chapel. Details of the event are shared between College departments, in particular the Chapel and Choir Office and the Catering Department. We do not pass any personal data collected to this end outside the European Economic Area.

### *Retention of data*

Personal data are not retained beyond a year after the wedding or blessing, apart from the bare record of names and dates which are retained for the lifetime of the College.

### *Rights of the Data Subject*

Such ‘data subjects’, as they are referred to in data protection legislation, 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 St John’s College reserves the right to discuss with data subjects why we might not comply with a request from them to exercise these rights.

If data subjects have questions or concerns about their personal information, or how it used, they should speak to the **Chapel and Choir Office staff** in the first instance. For further guidance, please contact the Head of Information Services and Systems using the details given above.

Those remaining unhappy with the way their information is being handled, or with the response received from us, 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/>).

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