



## Privacy Notice

### Overview

The Development Office of St John's College, Cambridge is responsible for providing alumni relations and fundraising services on behalf of the College.

### Types of personal data we hold on you

The information listed below is taken from Camsis and your College admission form completed on Matriculation.

- Your name, title, gender preference, nationality and date of birth
- Your address details including parental address
- Your email and telephone numbers
- Your former school and/or university
- Your parents details/family/ spouse relationships to College
- Your Subject of study/ Tutors, DOS
- Your awards and bursaries
- Membership of College sports and societies
- Your matriculation date and graduation date
- Your type and classification of degree

On graduation, your record as a Johnian is expanded with information you provide to us during your continued relationship with the Development Office and address data from Cambridge in America and the University and include;

- Changes of address
- Change of status/title/marriage
- Career history – job title/employment status/job title/employers name
- Work email/phone number/ dates of employment
- Memberships – Beaufort Society/ Choir Association
- Donations received and gift aid status
- Bank account details where direct debits are in force. We do not store card details
- Event bookings and attendance
- Interaction with College including Telethon participation/Dining privileges
- Web activity whilst visiting Johnian.joh.cam.ac.uk
- Copies of acknowledgements for gifts and other correspondence
- Children's gender and date of birth
- Records of meetings, verbal and email conversations including personal preferences and interests
- Volunteer record/speaker/mentor/sponsor event etc
- A rating of your level of engagement which is created from a mix of your event attendance, donation history and other interactions with College and the University.

## How we store your personal data

Your data is hosted securely on Blackbaud Raiser's Edge CRM database hosted within the EU.

## How we process your personal data

Your personal data is processed by us to:

- Mail publications including the Eagle/Johnian News/Marguerite
- Send event invitations
- Send fundraising appeals electronically and by direct mail
- Arrange face to face meetings by email, phone and letter
- Promote the Beaufort Society

## Who we share out personal data with

We share personal data with a limited number of third parties with whom we have Data Protection agreements in place. No third party is permitted to keep our data once the processing has finished. Personal data shared with mailing houses is always encrypted and NEVER sold to third parties.

We use third party providers to:

- Send our publications and event invitations
- Check details with our donors
- Send fundraising mailings
- Publicise societies including the Beaufort Society and Choir Association
- Assist with the preparation and running of our Telethon

## How long your personal data is held by the Development Office

The Development Office considers its relationship with alumni and supporters to be life-long. This means that we will keep a record until such time as you tell us that you no longer wish us to keep in touch. In this instance your data will in most part be deleted. Gift aid records and other legal documents will then be held on a skeleton record.

## How to object to the Development Office processing your personal data

You have a right to object at any time to the Development Office processing your personal data for any or all for the purposes set out in this Privacy Notice. To exercise this right, please email [privacy.development@joh.cam.ac.uk](mailto:privacy.development@joh.cam.ac.uk) giving clear details of the processing activities and/or types of personal data to which your objection applies. Alternatively you can set your preferences on [johnian.joh.cam.ac.uk](http://johnian.joh.cam.ac.uk)

## Access to personal information

You have a right to request copies of the data held about you by the Development Office. If you wish to do so please contact us using the mail or email details at the end of this notice. If you object to the holding of your data by the Development Office, the use of your data for any or all of the above purposes or you wish to amend the type of communications and the way you receive them please contact [privacy.development@joh.cam.ac.uk](mailto:privacy.development@joh.cam.ac.uk)

## Visitors to the Johnian pages on the College website

When you visit [www.johnian.joh.cam.ac.uk](http://www.johnian.joh.cam.ac.uk) we collect and store only the following information about you: the name of the domain from which you access the Internet (for example, google.co.uk), the date and time you access our site, and the Internet address of the website from which you linked to our site.

We use the information we collect to measure the number of visitors to the different sections of our site, and to help us make our site more useful to visitors.

## Use of cookies by the Development Office

You can read more about how we use cookies at <https://johnian.joh.cam.ac.uk/privacy-policy>

## Links to other websites

This privacy notice does not cover links embedded in our website. Please refer to the individual website policy statement for further information.

## Changes to this privacy notice

This privacy notice is kept under regular review and was current on 23/10/2017.

## Further information

If you have any questions please contact

Office Administrator  
Development Office  
St John's College  
Cambridge  
CB2 1TP  
01223 338679

[Privacy.development@joh.cam.ac.uk](mailto:Privacy.development@joh.cam.ac.uk)