

## **St John's College, Cambridge, Data Protection Statement: Student Academic Visitors**

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 Data Protection Lead, 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?*

Each year, the College welcomes a few students from other universities and colleges around the world as 'junior academic visitors', offering them accommodation, usually for periods of up to six months. These visitors must be pursuing an academic purpose at the University of Cambridge, and are sponsored by a Fellow of the College. However, they are not admitted to membership of the College. Collected on the legal basis of 'legitimate interests', in order to provide a suitably warm welcome to the academic visitor, and to observe any duty of care towards them, the information processed in the College consists of name, postal address, email and other contact details, CV, College accommodation, home university and the specific course followed there, the sponsor's name and contact details, and references. We also process related correspondence from the student, university staff, and sponsors.

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

The personal data are supplied by the data subject, sponsors and referees.

### *Sharing with Third Parties*

We do not pass this personal data to any third party outside St John's College without the express consent in writing of the data subject.

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

### *Retention of data*

These personal data are collected via a webform, or by other secure means. They are retained for four academic years.

### *Rights of the Data Subject*

The visitor 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 a request from them to exercise such rights.

If data subjects have questions or concerns about their personal information, or how it used, they are invited to speak to the **College Student Services Office staff** in the first instance. If in need of further guidance, they are asked to contact the Head of Information Services and Systems using the details given above.

If 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

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