

## **St John's College, Cambridge, Data Protection Statement: Candidates in the College's Research Fellowships Competition and the Harper-Wood Creative Writing and Travel Award Competition**

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 Data Protection Lead, St John's College, Cambridge, CB2 1TP; DPO@joh.cam.ac.uk.

### *What data are processed, and why?*

Each year the College runs an open competition to identify a number of high achieving early-career academics who are subsequently elected to 'Research Fellowships' of the College under Fellowship Title A, in accordance with **College Statute XVIII**.

The process of selection is determined by the College Council and normally involves gathering information on candidates' academic careers to date, opinions on writings submitted to the College by those candidates, and further associated information on, for example, other available sources of funding, and age and gender for the purposes of profile screening. Processing of such data is necessary for the purposes of the legitimate interests pursued by both the College and the candidates, performing in these ways our undertaking to them to judge their case fairly and efficiently.

Each year the College also runs an open competition to award the Harper-Wood Creative Writing & Travel Award for English Poetry and Literature to creative writers in the early stages of their career, with the successful candidate being admitted to membership of the College.

The process of selection is determined by the adjudicators for the competition usually a Fellow in English and the Writer in Residence and normally involves gathering information on all candidates' academic and work history, writings submitted for assessment by the adjudicators, references, and other associated information, for example age and gender for profile screening. Processing of such data is necessary to perform our obligation to candidates in a competition advertised by the College, thus honouring our undertaking to judge their cases fairly and efficiently.

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

The personal data held are supplied by the candidates, their referees, by those invited by the College to comment on submitted writings as part of the advertised process of selection, and by those in the College otherwise involved in the selection process.

### *Sharing with Third Parties*

Data processed in this way are hosted on an external system, compliant with ISO 27001. We do not pass this personal data to any other third party, without the consent of the data subject.

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

### *Retention of data*

In the cases of unsuccessful candidates, personal data are retained for the duration of the annual competition and for two years thereafter in the case both of Research Fellowships and of the Harper-Wood Award, so that the College may address any issues or questions of procedure raised by the candidate. In the cases of candidates selected for election to a Fellowship under Title A, the data are retained as part of that held for Fellows of the College, for which **another data protection statement** applies. In the cases of candidates selected for receipt of the Harper-Wood Award, data are retained for the length of the recipient's membership of the College.

### *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 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 staff in the **Master's and President's Office** in the first instance. If they require further guidance, they should contact the College Data Protection Lead using the details given above.

If candidates 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/>).

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