

St John's College, Cambridge, Data Protection Statement: Grants from the Herbert Howells Trust

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 Data Protection Lead, St John's College, Cambridge, CB2 1TP. 01223 338631; dataprotection@joh.cam.ac.uk.

What data are processed, and why?

Following the death in October 2005 of the composer Herbert Howells' daughter, Ursula, and in accordance with her wishes, the Herbert Howells Trust was set up, to be administered by St John's College, Cambridge, where Howells was Organist during the Second World War.

The Trust receives all royalties and performing rights dues previously received by Ursula Howells, and the Organist and Senior Bursar of the College act as her Literary Executors. The Trust, which will consult the Herbert Howells Society set up at her instigation in 1987, exists to promote Howells' works, by supporting performances, research, publications, recordings, archives at the Royal College of Music and other means. It also exists to give financial support for the music of the College, including the Choir, organ, and the musical education of the choristers.

The College processes applications addressed to the Trust, in compliance with a legal obligation to which it is subject. Data processed include names, job titles and contact details, application forms, related financial data, and details of sums awarded, with justifications for decisions.

Where does the data come from?

The personal data held are supplied by those applying for grants, and from third parties writing in their support. In some cases it is also generated by the College.

Sharing with Third Parties

Since, under the terms of the Trust deed, the Trust is required to consult the Herbert Howells Society on all matters, copies of grant applications are shared with the Society. Banking

details are shared with the Trust's Bank in order to facilitate payments. To meet a legal requirement, details of grants and recipients are returned annually to the Charity Commission. No data are shared with third parties outside the European Economic Area.

Retention of data

Personal data processed for these purposes are currently retained for as long as the College administers the Herbert Howells Trust. **This policy is under review.**

Rights of the Data Subject

Applicants and referees, the 'data subjects', 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 the data subject why we might not comply with a request to exercise them.

If the data subject has questions or concerns about their personal information, or how it used, they should speak to the **Chapel and Choir Office** in the first instance. For further guidance, they should contact the College Data Protection Lead using the details given above.

If they remain unhappy with the way your 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