

## **St John's College, Cambridge, Data Protection Statement: Subcontractors, College Suppliers and Business Contacts**

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 338 631; dataprotection@joh.cam.ac.uk.

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

As a necessary element in the performance of contractual and other legal agreements, obligations and undertakings, entered into by the College and various subcontractors and suppliers, and, furthering the legitimate interests pursued by the College, to make or stay in touch with business contacts, schools and colleges, the College processes contact names phone numbers, postal and email addresses, bank details, statements, invoices and payment details.

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

The personal data held are supplied by the subcontractors, suppliers and contacts, mostly via invoices, mailings or individual approaches. Some may be supplemented by information on company websites, or in other public sources.

### *Sharing with Third Parties*

Apart from sharing with HMRC and other authorities as necessary for compliance with a legal obligation on the College, we do not pass personal data to any third party without the consent of the data subject.

Possessing that consent, data are shared with solicitors or other agents handling business on behalf of the College.

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

### *Retention of data*

Records on the accounting systems run by the Finance Office are retained for at least seven years, with the exception of some historic payments information within Barclays.net online banking, which are kept for thirty months. Contact details are held for so long as the information facilitates the business operations of the College. Such lists are reviewed by individual College officers and staff in the various departments approximately once a year. Information gathered by the Maintenance Department by way of scrutiny into qualifications and past performance prior to a contract is held normally for no longer than three months. Invoices held in the Maintenance Department's Archive Room are retained for five years.

### *Rights of the Data Subject*

The 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 is used, they are invited to speak to staff in the **relevant College department** in the first instance. If in need of further guidance, they are asked to contact the College Data Protection Lead 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/>).

*December 2018*

*Contact details updated 2024*