



## ST JOHN'S COLLEGE UNIVERSITY OF CAMBRIDGE

# PRIVACY NOTICE: COLLEGE RESEARCH ASSOCIATES, COLLEGE TEACHING ASSOCIATES, AND SENIOR VISITORS

The Data Controller is St John's College Cambridge. The Data Protection Officer for the College is Intercollegiate Services Ltd, 64 Bridge Street, Cambridge, CB2 1RU; 01223 768745; [dpo@isl.colleges.cam.ac.uk](mailto:dpo@isl.colleges.cam.ac.uk).

ISL 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; 01223 338631; [dataprotection@joh.cam.ac.uk](mailto:dataprotection@joh.cam.ac.uk).

This statement should be read in conjunction with [the separate statement for website users](#).

## WHAT DATA ARE PROCESSED, AND WHY?

### College Research Associates (CRAs)

The College runs an annual open competition to identify high-achieving early-career research students suitable for appointment as CRAs. This confers membership of the College, and other non-residential and non-stipendiary privileges and benefits, for a varying fixed term. The selection process involves gathering information on candidates' academic careers, references, sources of funding, age and gender (for profile screening). Shortlisted candidates are interviewed.

We process this data to perform our obligations to candidates in a competition advertised by the College, as the precursor to entering into a contract.

### College Teaching Associates (CTAs)

CTAs provide undergraduate teaching across all Tripos subjects, and are contracted to teach for a specified number of hours each academic year, in return for appropriate remuneration, membership of the College, and other non-residential, non-stipendiary privileges and benefits over a varying fixed term.

The selection process is similar to that identified for CRAs.

We process this data to perform our obligations to candidates in a competition advertised by the College, as the precursor to entering into a contract.

## Senior Visitors

The College Council appoints senior visitors as Beaufort Visiting Fellows. They reside in the College, are admitted to College membership, and enjoy various non-stipendiary privileges and benefits for one, two or three University terms. CVs and references are submitted as part of the selection process.

We process this data to perform our obligations as the precursor to entering into a contract.

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While people in the categories listed above hold their appointments, the College processes personal data in fulfilment of its contractual obligations, including information about accommodation, payments, family contact details, and attendance at College events.

Data relating to disclosed health issues are processed on the basis of legal obligation and the conditions for processing special category data set out in the [UK GDPR Article 9\(2\)\(b\)](#) and the [Data Protection Act 2018 S. 1, Pt. 1, Condition 2](#).

## WHERE DOES THIS DATA COME FROM?

The personal data held are either supplied by the candidates and by their referees, or generated as a consequence of their engagement with the College.

## SHARING WITH THIRD PARTIES

For the performance of contractual and other legal obligations, data in respect of successful candidates may be shared with:

- Cambridge University;
- Banks and building societies;
- Governmental organisations and other official bodies.

Otherwise, we do not pass this personal data to any third party, without the explicit consent of the data subject. We do not pass any personal data outside the European Economic Area.

## RETENTION OF DATA

In the cases of unsuccessful candidates or applicants, personal data are retained for the duration of the annual competition or any process of consideration by the College Council, and for up to two years so that the College may address any issues or questions of procedure raised by the candidate.

In the cases of candidates selected for appointment, data necessary for the performance of any contract are retained for the appropriate statutory periods for employment data.

Where no specific retention period is noted, within six years of your leaving the Fellowship, the College reduces your personal information to a subset so that the College can retain a sufficient record of your career and academic achievements, and of your time at and association with the College.

## RIGHTS OF THE DATA SUBJECT

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 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 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/>).

January 2024

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