



ST JOHN'S COLLEGE UNIVERSITY OF CAMBRIDGE

PRIVACY NOTICE: CHOIR ASSOCIATION

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 1UR; 01223 768745; 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 Data Protection Lead, St John's College, Cambridge, CB2 1TP; 01223 338631; 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?

The College's charitable purposes are to advance education, religion, learning and research, including maintaining a choral tradition dating back nearly four centuries. This contributes to services in the College Chapel and has, since the 1950s, led to the formation of associations of former choristers and students. The Choir Association is the current such association.

It carries out the following activities:

- Assisting with fundraising and promotion;
- Supporting the musical education and activities of current and former Choir members;
- Promoting links between former Organ and Choral Students, Choral Graduates (formerly Lay Clerks), Volunteers and Choristers;
- Providing a way for people who were not Choir members to follow its activities;
- Fostering and maintaining links between the membership, the College and the College School through events and activities;
- Providing information via termly newsletters, the Choir website, and through social media.

To administer these activities, the College processes names, addresses, email addresses, telephone numbers, years in membership, years served in the Choir, details of donations, and other relevant information such as known musical careers or interests. It does this to serve its legitimate interests, and those of Association members, in providing information and activities linked to the Choir.

WHERE DOES THE DATA COME FROM?

Data are supplied by the Chapel and Choir Office, the College School, the Development Office and members of the Choir Association (the data subjects).

SHARING WITH THIRD PARTIES

The data are not shared outside the College. We do not pass any personal data collected outside the European Economic Area.

RETENTION OF DATA

These personal data are deleted no later than six years after membership of the Association expires. Some career data are retained indefinitely as part of an alumni record if the subject is a member of the College, and more information on this can be found in the [Johnians and Supporters](#) privacy notice. The College's database of alumni and supporters is used to store electronic records relating to the Choir Association. In accordance with the [Chapel & Choir Safeguarding Policy for the Supervision and Care of the Choristers](#), and to comply with our legal obligations, personal data concerning safeguarding issues will be retained for ten years or until pension age (whichever is the sooner); Disclosure and Barring Service certificate details are retained permanently.

For those who are not members of the College, we retain data for the specified period in order to respond to any issues raised by the former member of the Association and to facilitate any application to rejoin.

RIGHTS OF THE DATA SUBJECT

Data subjects have the right to: ask for access to, rectification or erasure of their personal information; restrict processing (pending correction or deletion); object to communications; and ask for the transfer of their personal information electronically to a third party (data portability). In certain circumstances, the data subject's parents/guardians may also enjoy these rights.

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 should speak to the [Chapel and Choir Office](#) 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/>).

April 2018

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