



ST JOHN'S COLLEGE UNIVERSITY OF CAMBRIDGE

PRIVACY NOTICE: ST JOHN'S CHORAL RESIDENTIAL

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?

Every year the College hosts a Choral Residential, to advance the popularity of and participation in choral singing. These Choral courses are three day residential summer courses for singers aged sixteen to eighteen. Participants stay in St John's College and are taught at the College. In order to honour obligations on us when offering accommodation and other services to minors, and to maximise the experience of those participating in the course, the College processes data including names, ages, accommodation while in College and declared medical conditions and allergies, as well as academic information including A-level subjects, predicted grades, teacher references, and University of Cambridge courses of interest. Data are processed on the legal basis of contract, and in the case of special category data also of explicit consent.

WHERE DOES THE DATA COME FROM?

The personal data are created by the Course organisers, supplied by the course participant as data subject, their parents/guardians and/or their schools, principally on the Course Application Form, and forwarded to the College for operational purposes.

SHARING WITH THIRD PARTIES

The data are shared between relevant departments in the College, particularly Catering, Porters and the Chapel and Choir Office. We do not pass any personal data collected to this end outside the European Economic Area.

RETENTION OF DATA

These personal data are retained for no longer than six months after the end of the Course. We retain data for this period in order to respond efficiently to any issues raised by the course participant or their parents/guardians arising as a result of their stay in St John's.

RIGHTS OF THE DATA SUBJECT

The course participant 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). In certain circumstances, the data subject's parents/guardians 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 or their parents/guardians have questions or concerns about their personal information, or how it used, they are invited to speak to the [College Chapel and Choir staff](#) 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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