



ST JOHN'S COLLEGE UNIVERSITY OF CAMBRIDGE

PRIVACY NOTICE: ORGAN AND CHORAL STUDENTS, CHORAL GRADUATES AND VOLUNTEERS

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.

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. The choir contributes to services in the College Chapel, and the College identifies talented young musicians to assist with these services, and with the choir's other commitments, as well as recruiting adult singers and organists.

Individuals fall into two categories: Organ/Choral Students who are current undergraduates or graduates; and Choral Graduates (formerly known as Lay Clerks) and Volunteers. In return for organ and choral scholarships, and/or other contractual payments, these individuals undertake commitments to the Choir, including playing and singing at Evensong and other Chapel services, and touring in the UK and overseas. Data processed by the College includes: names; dates and places of birth; passport details; home addresses; declared medical conditions; National Insurance numbers; formal contracts with the College; health certificates; educational records; records of organ and singing experience and biographies for PR/media use; bank and building society details; voice details and notes of progress with singing and musical lessons; and records of participation in tours and events.

The College processes this personal data in the service of contracts between itself and organists/choir members; to pursue its legitimate interests in enabling participation in the choir; and in some cases to

meet legal obligations. In the case of health data, which is special category data, data is processed under the [UK GDPR Article 9.2\(d\)](#).

WHERE DOES THE DATA COME FROM?

The personal data are created by the College or supplied by the Organist or Chorister, their GP, or the Disclosure and Barring Service.

SHARING WITH THIRD PARTIES

The College shares data with the following third parties:

- St John's College School;
- Members of the Choir Advisory Committee (specific College Fellows, School Head Teacher and Chapel and Choir Office staff);
- The Disclosure and Barring Service;
- The police, to enable checks to be made for tour licensing purposes;
- Travel agents, airlines, insurance companies, and tour promoters;
- Concert promoters, recording companies and specialist media outlets, for the promotion of performances, recordings and interviews.

Other than in the limited cases of concert or tour promotion, we do not pass any personal data outside the European Economic Area.

RETENTION OF DATA

Personal data are deleted or destroyed no later than seven years after a person has left the College/Choir, with the exception of data concerning safeguarding. This may be retained until the data subject is of pensionable age or for 10 years after the data is created, whichever is the sooner. In cases of unsuccessful applications, data are retained for no more than six months after the date of interview or trial. We retain data for these periods in line with legal obligations and to respond to any issues arising as a result of participation in choir activities and interviews.

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).

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 are invited to speak to the [College Chapel and Choir Office 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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