



## ST JOHN'S COLLEGE UNIVERSITY OF CAMBRIDGE

# PRIVACY STATEMENT: CHAPEL COMMUNITY (NON-RESIDENT MEMBERS)

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 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?

The College holds the names, email addresses, telephone numbers and postal addresses of people who are not members of the College, but who attend services in the College Chapel and wish to be reminded about services and other events relating to a shared Christian faith. We do so with the consent of data subjects. We normally provide termly service cards and supplementary information. We also send out tickets for events where demand for seats in Chapel is traditionally heavy.

## WHERE DOES THE DATA COME FROM?

The personal data are supplied by participants in the Chapel community at the time of booking or application.

## SHARING WITH THIRD PARTIES

The termly mailing of the service lists requires the sharing of names and addresses with a mailing firm. Otherwise, the data are stored by the Chapel and Choir Office and are not shared with third parties. No data are shared with third parties outside the European Economic Area.

## RETENTION OF DATA

Personal data are retained for a fixed period in order to address any matters arising. Data acquired through applications for ticketed events are stored for up to six months after the relevant event. Data on mailing lists are reviewed annually.

## 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 St John's College reserves the right to discuss with the data subject why we might not comply with a request to exercise them.

If the data subject has questions or concerns about their personal information, or how it used, they should speak to the [Chapel Clerk](#) in the first instance. For further guidance, they should contact the College Data Protection Lead using the details given above.

If they remain unhappy with the way your 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 2018

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