



ST JOHN'S COLLEGE UNIVERSITY OF CAMBRIDGE

PRIVACY NOTICE: SUBCONTRACTORS, COLLEGE SUPPLIERS AND BUSINESS CONTACTS

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 338 631; 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?

In service of contractual agreements entered into by the College with subcontractors and suppliers, and, furthering the legitimate interests pursued by the College to make or stay in touch with business contacts, schools and colleges, the College processes contact names phone numbers, postal and email addresses, bank details, statements, invoices and payment details.

WHERE DOES THE DATA COME FROM?

The personal data held are supplied by the subcontractors, suppliers and contacts, mostly via invoices, mailings or individual approaches. Some may be supplemented by information on company websites, or in other public sources.

SHARING WITH THIRD PARTIES

Apart from sharing with HMRC and other authorities as necessary for compliance with a legal obligation, we do not pass personal data to any third party without the consent of the data subject.

With that consent, data are shared with solicitors or other agents handling business on behalf of the College.

We do not pass any personal data outside the European Economic Area.

RETENTION OF DATA

Financial data are retained for at least seven years. Contact details are held for so long as the information facilitates the business operations of the College. Such lists are reviewed by College officers and staff approximately once a year.

Information gathered by the Maintenance Department on qualifications and past performance prior to signing a contract is held normally for no longer than three months.

RIGHTS OF THE DATA SUBJECT

The data subject 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).

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 is used, they are invited to speak to staff in [the relevant College department](#) 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/>).

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