



ST JOHN'S COLLEGE UNIVERSITY OF CAMBRIDGE

PRIVACY NOTICE: WEDDING, BAPTISM AND CONFIRMATION CANDIDATES

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 clergy of the College and staff of the Chapel and Choir Office officiate at and make other arrangements for weddings and blessings of marriages in the Chapel, for baptisms and for confirmation ceremonies. The data processed consists of names, ages and addresses of the couple to be married or blessed, or of the candidates for baptism or confirmation; the date of the ceremony; proofs of identification; contact details for parents of the couple to be married or blessed, or of children being baptised or confirmed; names of the best man, bridesmaids, godparents or sponsors; records of any payments made for these services. These data are essential to the performance of our contract with those involved. The College assumes that the couple, or parents in the cases of children being baptised or confirmed, have secured the consent of third parties to hold the basic personal details listed above.

WHERE DOES THIS DATA COME FROM?

The personal data held are supplied by couples or parents during the run up to the ceremony, and by those they have authorised to handle arrangements for the ceremony, together with any further requirements or instructions that the couple or parents or those acting for them supply to the College, such as catering for a reception.

SHARING WITH THIRD PARTIES

Names, ages, addresses, phone numbers and the date of a wedding are shared with the Faculty Office to secure an Archbishop's Licence, required by law for all weddings in the College Chapel. Details of candidates for confirmation are shared with the officiating Bishop in order to allow them to prepare for the service. Details of the event are shared between College departments, in particular the Chapel and Choir Office and the Catering Department. We do not pass any personal data outside the European Economic Area.

RETENTION OF DATA

Personal data are retained for a year after the ceremony, apart from the bare record of names, dates and contact details, which are retained in registers for the lifetime of the College.

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 data subjects why we might not comply with a request from them to exercise these 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. For further guidance, please contact the College Data Protection Lead using the details given above.

Those remaining unhappy with the way their information is being handled, or with the response received from us, 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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