

Data Protection Statement

How we use your personal information

Students

This statement explains how Clare College (College; 'we' and 'our') handles and uses information we collect about those applicants we make an offer of study to, and students they join the College (you' and 'your'). In broad terms, we use your personal information to manage the ongoing relationship between the College and you as part of our lifelong community of scholars. This includes guiding and supporting your academic studies, maintaining and reviewing your academic progress and pastoral welfare, reviewing your financial commitments to the College and managing your relationship with you as a resident and/or as a user of the College's facilities.

When changes are made to this statement, we will publish the updated version on our website and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal information is Clare College, Trinity Lane, Cambridge, CB2 1TL. The person within the College 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's Data Protection Lead, Miss Emma Easterbrook.

How long we keep your information for

The Annex outlines specific retention periods for certain categories of information: most of these are determined by legal requirements relating to that specific information.

The College publishes a 'Record Retention Schedule'.

Finally, we strongly encourage all of our students to remain in touch with the College after they graduate, and for that reason we transfer a subset of this information to Development Office

Publication of your personal information

We would not normally make your personal information publicly available without your consent

We would encourage you to be careful when sharing personal information about other students on public social media sites and other similar environments.

Please also note the University's people search function may also be widened to be accessible to the general public by changing the settings at <https://www.lookup.cam.ac.uk>. Its default setting is otherwise accessible to members of the University and all colleges: we share this because we believe it helps significantly in building community relations and networks and helps others get in touch with you easily.

Your rights

You have the right: to ask for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal information electronically to a third party (data portability).

Some of these rights are not automatic, and we reserve the right to discuss with you why we might not

Annex

We collect and process your personal information, as specified below, for a number of purposes, including:

A. Maintaining your personal details, including ensuring effective communications with you:

We retain personal information (provided by you or by the University, or created by us), including:

- i) your current name and any previous names you have had;*
- ii) unique personal identifiers (eg student number, CRSID, date of birth, photograph);*
- iii) your current and previous contact details; and*
- iv) emergency contact.*

We will assume that you have obtained permission from your emergency contact for us to hold their information for that purpose.

B. Maintaining a formal record of your academic progress and achievements at the College, the University and elsewhere:

We retain personal information (provided by you or by the University, or created by us), including:

- i) your application details, our assessment of your application and the details of any offer(s) of study we have made;*
- ii) records of your academic provision from the College (including supervisions, College examinations and other academic support);*
- iii) matriculation and graduation details and records of your academic qualifications (including those prior to becoming a member of the College); and*
- iv) other details of your academic progress or achievements (eg College or University awards or prizes).*

Where an award or prize is provided by an external sponsor, we may share details about you and your academic performance with them and publish your achievements in College publications eg on the College's website, Clare News, and/or the Annual Letter etc.

C. Maintaining a formal record of your other engagements with and achievements at the College, the University and elsewhere:

We retain personal information (provided by you or by the University, or created by us), including:

i) records of your membership of College committees, the Junior Common Room (JCR), Middle Common Room (MCR) and College clubs and societies;

ii)

- i) *records of your sources of funding support and tuition fee liabilities and, where relevant, records of your accommodation liabilities and other related charges (eg Kitchen Fixed Charge), as well as what monies are to be, and have been, collected by the College on behalf of itself and the University;*
- ii) *records of any financial support agreed by the College and/or the University (including Cambridge Bursaries, other studentships or awards, additional discretionary funding, benefits or waivers approved by the College);*
- iii) *where you reside in accommodation owned or managed by the College, copies of any accommodation contract(s);*

i3 -1.7 [(ac)h00 Tc n 0 Tw 1.163 0 Tm, apcot-2.3(e)9.8, hT w JTJ 0 Tc-1.7(g)1hi(ar)8.6(i)-4.6at d hrucea .7(g)10

[Confidentiality Statement](#). We recognise that investigations may include information or statements of either a sensitive or a disputed nature, and that such records require a high level of confidentiality. Wherever possible, we will discuss and agree with you in advance with whom and when we share this information, but reserve the right to disclose information to others in matters relating to significant risks to your health and safety or the health and safety of others.

This information is normally retained until two years after you complete your studies.

H. Maintaining a record of any complaints you make to the College and their outcomes:

We retain personal information (provided by you or by others, or created by us), including:

- i) details of any complaints you have made to the College and their outcomes, where these have been taken through the College complaints procedure.*

This information is normally retained until three years after you complete your studies.

I. Maintaining data to enable the College and the University to produce statistics and research for internal and statutory reporting purposes:

It is difficult to provide a comprehensive list, but we retain personal information (provided by you), including:

- i) information relating to 'equal opportunities' (eg nationality, ethnicity, religious and other beliefs, gender, sexuality, age) in order to fulfill legal requirements of the College or the University;*
- ii) information relating to known relationships with other members (past or present) of the University or any of the colleges;*
- iii) information relating to your rights to live, work and study in the United Kingdom; and*
- iv) any criminal record that may affect your status as a student of 7*