



Data Protection Statement for Website Users

How we use your personal information

This statement explains how St Edmund's College (“we” and “our”) handles and uses information we collect when you visit the College website(s) – www.st-edmunds.cam.ac.uk. Where you engage with the College for another purpose (e.g. as a prospective or current student, as a previous student, as a member of the College or as a visitor to the College), there are other data protection statements to explain our management of your personal information – see www.st-edmunds.cam.ac.uk/data-protection. Where you enter your personal information into an online form for any specified purpose, you will be told about the use we will make of that information (e.g. to send you newsletters or to enable your attendance at an event).

The controller for your personal information is St Edmund's College, Silver Street, Cambridge CB3 0BN. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk). OIS Ltd 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 with overall responsibility for the protection of information is the Senior Information Risk Owner who at the time of issue is the Bursar (bursar@st-edmunds.cam.ac.uk). The person who is responsible for day-to-day monitoring of compliance with relevant legislation and dealing with any concerns relating to the College's data protection arrangements is the College Data Protection Lead, who at the time of issue is the Governance, Risk & Compliance Manager (grcm@st-edmunds.cam.ac.uk).

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests, where we have concluded that our interests do not impact inappropriately on your fundamental rights and freedoms. You may ask us to explain our rationale at any time.

How your data is used by the College

We collect and process your personal information for operating and improving our webpages, analysing their use and ensuring the security of our websites.

- We do not currently use any third-party services to collect standard internet log information and details of your visitor behaviour patterns. This statement will be updated if such services are used in the future.
- We also collect the request made by your browser to the server hosting the website which includes the IP address, the date and time of connection and the page you ask for. We use this information to ensure the security of our websites and we delete it after a maximum of 3 months. We may use and disclose it as necessary in the event of a security concern or incident. For more technical details please see <https://www.uis.cam.ac.uk/privacy-policies-for-uis-services>.
- For information about how we use cookies on our websites, please see <http://www.cam.ac.uk/about-this-site/cookies>.

If you have concerns or queries about any of the above, please contact us at the address given above.

Your rights

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your 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 comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at <https://ico.org.uk/concerns>.