



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), and any relevant additional Data Protection Statement may also apply. This Data Protection Statement is reviewed regularly and updated where necessary to reflect changes to the College's processing activities, including where personal data is used for a new or materially different purpose.

The controller for your personal information is St Edmund's College, Mount Pleasant, Cambridge CB3 0BN. The Data Protection Officer for the College is Intercollegiate Services Limited (ISL) (64 Bridge Street, Cambridge CB2 1UR; 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 with overall responsibility for the protection of information is the Senior Information Risk Owner, who at the time of issue is the Bursar. The Bursar can be contacted at bursar@st-edmunds.cam.ac.uk. Day-to-day responsibility for monitoring compliance with relevant legislation and dealing with concerns relating to the College's data protection arrangements sits with the College Data Protection Lead, who at the time of issue is the Governance, Risk & Compliance Manager. The Governance, Risk & Compliance Manager is the primary contact for all data protection matters and can be contacted at grcm@st-edmunds.cam.ac.uk. This is also the address to use if you wish to exercise any of your data protection rights, including requesting copies of personal data the College holds about you, or making a complaint about how the College has managed your personal data.

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests. Where we rely on legitimate interests, we will consider whether our interests are overridden by your rights and freedoms. For some activities, we may rely on another lawful basis, for example where processing is necessary to comply with a legal obligation, to perform a contract or take steps before entering into a contract, or where you have given consent. Where consent is required for cookies, analytics or similar technologies under the Privacy and Electronic Communications Regulations, we will seek consent unless an applicable exemption applies. 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, responding to online enquiries or forms where relevant, 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 before or when such services are introduced, where required.
- 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, unless a longer period is necessary and lawful, for example in connection with a security concern, incident, investigation, complaint, legal claim or regulatory enquiry. We may use and disclose it as necessary and lawful 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>. Non-essential cookies and similar technologies will only be used where this is permitted by law, including where any required consent has been obtained.

We may share personal information with service providers or processors where this is necessary to operate, host, maintain, secure or improve the website, manage online forms, respond to enquiries, investigate security incidents, obtain professional advice, comply with legal obligations or respond to lawful requests from public authorities. Where a third party processes personal information on our behalf, appropriate contractual arrangements will be in place.

Where personal information is transferred outside the UK and the UK GDPR transfer rules apply, the College will ensure that an appropriate transfer mechanism and any required safeguards are in place.

If you have concerns or queries about any of the above, please contact us using the contact details 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 processing in certain circumstances, including direct marketing communications; 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 where the law allows us to do so.

Complaints

If you are concerned about how the College has handled your personal data, you may raise this with the College Data Protection Lead, the SIRO or the DPO using the contact details above. The College will consider data protection complaints fairly and proportionately, and will normally acknowledge receipt within 30 days.

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