



## DATA PROTECTION STATEMENT: WEBSITE USERS

### Statement regarding the use of personal information

Purpose	This Data Protection Statement explains how the College handles and uses information we collect about web users visiting <a href="http://www.corpus.cam.ac.uk">www.corpus.cam.ac.uk</a> .		
Author	JC	Date	14.05.2018
Replaces	New statement		
Approved by	Governing Body	Date	21.05.2018
Next Review date	Currently under review		

### Legal basis for collecting your personal data

1. This statement explains how Corpus Christi College (“we” and “our”) handles and uses information we collect when you visit the College website [www.corpus.cam.ac.uk](http://www.corpus.cam.ac.uk).
2. 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 the Colleges other data protection statement at <https://www.corpus.cam.ac.uk/our-policies-and-procedures>.
3. 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 event).
4. The controller for your personal information is Corpus Christi College, Trumpington Street, Cambridge, CB2 1RH. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS Ltd), 12B King’s Parade, Cambridge, 01223 768745, [college.dpo@ois.cam.ac.uk](mailto: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.
5. 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 information, is the Data Protection Coordinator, [dpc@corpus.cam.ac.uk](mailto:dpc@corpus.cam.ac.uk).
6. 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.

7. 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.

### How your data are used by the College

8. Your data are used by us for a number of purposes including:
  - a. **Data collection and processing for operating and improving our webpages, analysing use and ensuring the security of our website**, where personal data collected and processed includes:
    - i. Geolocation data;
    - ii. Time date and pages visited throughout session;
    - iii. IP address; and
    - iv. Browser/system agent information;
  - b. **Completion of and response to contact, completion or web forms** where personal data collected and processed includes:
    - i. personal details including name, contact details and other information specified on the form;
    - ii. IP address;
    - iii. any further information contained within the forms.
  - c. **Uploading of documentation or competition entries** where personal data collected and processed includes:
    - i. any personal details including in the uploaded documentation.

### Who we share your data with

9. We may be subject to a legal requirement (with or without your consent) to share your personal information with some government agencies under special circumstances (e.g. relating to crime or health and safety), such as the police or security services or other statutory authorities with investigatory powers. Where possible, the College will notify you of its intention to share such information in advance.
10. We do not otherwise share personal information with third parties or data controllers. If we are asked to share personal information with third parties, we would only do so with your explicit written consent. We would keep a record of any such requests, your consent, and the data passed to the third party.

### How long your data are held

11. Data concerning operating, improving webpages, analysis and security are held for a maximum of 26 months unless required for an ongoing security concern or investigation.
12. Data concerning web forms, contact forms or competitions will be held until the completion of the associated processing plus up to 3 years depending on the outcome of processing.

## Your rights

13. 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).
14. 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, for example where there is an overriding legal requirement to keep such data.
15. If you have questions or concerns about your personal information, or how it used, please speak to the relevant College staff in the first instance. If you need further guidance, please contact the Data Protection Coordinator ([dpc@corpus.cam.ac.uk](mailto:dpc@corpus.cam.ac.uk)).
16. You can also contact The Data Protection Officer for the College at the Office of Intercollegiate Services Ltd (OIS Ltd), 12B King's Parade, Cambridge, 01223 768745, [college.dpo@ois.cam.ac.uk](mailto:college.dpo@ois.cam.ac.uk).
17. If you remain unhappy with the way your information is being handled, or with the response received from us or the Data Protection Officer, you 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/>).