

## **St John's College, Cambridge, Data Protection Statement: Chapel Community (not resident members)**

The Data Controller is St John's College Cambridge. 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 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's Head of Information Services and Systems, St John's College, Cambridge, CB2 1TP. 01223 338661; [DPO@joh.cam.ac.uk](mailto:DPO@joh.cam.ac.uk).

### *What data are processed, and why?*

The College holds contact details – names, email addresses, telephone numbers and postal addresses – for people who are not members of the College, but who attend services in the College Chapel and who have expressed the wish to be reminded of those services and of occasions when the Chapel is used for other events, principally relating to a shared Christian faith. We do so with the consent of the data subject, in order to make them aware of and facilitate attendance at occasions which afford them enjoyment, contentment and solace, in line with the College's religious statutory aims laid upon us from our Foundation onwards. We normally provide them with termly service cards and supplementary information of a similar nature. We also send out tickets for events where demand for seats in Chapel is traditionally heavy.

### *Where does the data come from?*

The personal data held are supplied by the participants in this Chapel Community, the 'data subjects', at the time of booking or application.

### *Sharing with Third Parties*

The termly mailing of the service lists requires the sharing of names and addresses with a mailing firm. Otherwise, the data are stored by the Chapel and Choir Office and are not shared with third parties. No data are shared with third parties outside the European Economic Area.

### *Retention of data*

Such personal data are retained for a fixed period in order to address any matters arising from College arrangements for an event or term. Data acquired through applications for ticketed events are stored for up to six months after the relevant event. Data on mailing lists are reviewed annually.

### *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 the data subject why we might not comply with a request to exercise them.

If the data subject has questions or concerns about their personal information, or how it used, they should speak to the **Chapel Clerk** in the first instance. For further guidance, they should contact the Head of Information Services and Systems using the details given above.

If they remain unhappy with the way your information is being handled, or with the response received from us, they 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/>).

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