



Selwyn College Cambridge

How we use your personal information

Alumni and Supporters

This statement explains how Selwyn College (“Selwyn” “we”, “us”, or “the College”) handles and uses data it collects about alumni and supporters (“you” and “your”). In broad terms, Selwyn uses your data to keep in touch with you as alumni (and members of our lifelong community of scholars) and supporters, in order to keep you apprised of activities and developments and to identify ways in which you can support the College through financial and other forms of support.

The controller for your personal data is Selwyn College, Grange Road, Cambridge CB3 9DQ. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS), 12B King’s Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk OIS 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 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 Data Protection Lead, who can be contacted at bursar@sel.cam.ac.uk.

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests as set out in the ‘*How your data is used by the College*’ section below. You may ask us to explain our rationale at any time. The College will retain your data indefinitely or until you request us to do otherwise.

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

How your data is used by the College

The College collects and processes your personal data for a number of purposes, including:

- A. Maintaining a formal record of your academic progress and achievements at the College and the University of Cambridge (“the University”).
- B. Retaining a formal record of your academic, career or other life achievements in order to involve you in the life of the College, strengthen the reputation of the College through our connection with you and help you to network effectively with other College members.

- C. Inviting you to College and University events that the College believes will be of interest, including year group reunions, talks, concerts, sporting events, dinner and receptions, the promotion of alumni and other College events, volunteering opportunities, and other ways you can contribute to the life of the College.
- D. Providing you with information about the development of the College, including major initiatives and programmes relating to either the academic endeavour or the provision of services and facilities to members and the wider public and sending you e-newsletters and copies of College publications including the Calendar, Annual Report and the Selwyn Magazine.
- E. Encouraging you to make a financial contribution to Selwyn and processing any such contributions.
- F. Assessing the likelihood that you will, now or in the future, make a financial contribution (gift) to the College.
- G. Internal reporting and record keeping.
- H. Selwyn's archives.
- I. Issuing of references when requested by alumnae.
- J. The issuing of donor acknowledgments and lists, other ways of stewardship and thanking donors.

Further details are provided in the Annex.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact the College Data Protection Lead at bursar@sel.cam.ac.uk.

Communications

If you are newly registering with the Development & Alumni Relations Office, the College will ask you at the outset how you would like to receive news and other communications. If you are already receiving such communications, you are able to change your preferences (or ask us to stop sending you news and other communications completely) by post or email. You may request changes at any time.

How we share your personal data

We believe that most alumni understand in detail the complex and many interactions of the College with the University. Personal data of our members is shared with the University routinely throughout any course of study and it is our strong preference to continue such collaborative working in the future.

The University and its partners (including the College) have a data sharing agreement to govern the sharing of personal data of alumni and other supporters. This is necessary because they are distinct legal entities. The agreement states that, depending on constraints set by you, and

which you may change at any time, the College may share any of the above categories of personal data with the University. The agreement can be viewed [here](#).

Any transmission of data to or from the University is managed through agreed processes which comply with UK data protection legislation.

For clarity, the College has a separate database from the University, but has access to the University's database: additionally, we maintain other electronic and paper records. The University has its own data protection statement and procedures, which may be viewed at: <https://www.alumni.cam.ac.uk/data-protection>

In addition to the database managed by the Alumni Relations and Development Office, the College has a secure internal contacts system that holds a restricted set of alumni contact data to facilitate alumni events and benefits, assist you with queries, and to promote College services to you.

The College shares data on a considered and confidential basis, where appropriate, with:

- Cambridge in America (the University's affiliate alumni office in the US).
- Selected companies who provide Selwyn-branded products and services.
- Volunteer partners closely related to the College (e.g. alumni year group representatives).
- Contractors providing services to you on the College's behalf or services to the College (our "data processors"), as outlined above, including but not limited to, the telephone campaign coordinator, Blackbaud software company, Rux Burton Associates affinity consultants, Aluminati Network Group, and various different mailing houses.
- Editors who work with us on College publications.

The College also facilitates communication between individual alumnae (of Selwyn or the University), but in doing so we do not release personal contact details without prior permission.

Any transfers of your data overseas or to international organisations, as set out above, are protected either by an adequacy decision by the European Commission, or by standard data protection clauses adopted by the European Commission, which are available from the Data Protection Officer.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact the College Data Protection Lead at: bursar@sel.cam.ac.uk

Your rights

You have the right: to ask the College for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and the College reserves the right to discuss with you why we might not comply with a request from you to exercise them.

Where you opt out of all future communications or exercise your right to erasure, the College will continue to maintain a core set of personal data (your name, subject(s), matriculation and

graduation details, unique University identification number and date of birth) to ensure we do not contact you inadvertently in future, while still maintaining our record of your academic achievements. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).

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

College Data Protection Lead

Updated: December 2021

ANNEX

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

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

We retain personal data (provided by you or by the University, or created by the College), including:

- i) your current name and any previous names you have had
- ii) unique personal identifiers (e.g. student number, CRSID, date of birth, photograph)
- iii) your current and previous contact details
- iv) your application details, our assessment of your application and the details of any offer(s) of study made by the College
- v) details of the school(s) you attended prior to coming to Selwyn
- vi) records of your academic provision from the College (including supervisions, College examinations and other academic support)
- vii) matriculation and graduation details and records of your academic qualifications (including those prior to becoming a member of the College)
- viii) other details of your academic progress or achievement (e.g. College or University awards or prizes).

B. Retaining a formal record of your academic, career or other life achievements in order to involve you in the life of the College, strengthen the reputation of the College through our connection with you and help you to network effectively with other College members.

The College retains personal data (provided by you) which includes:

- i) details of your achievements since you completed your course(s) of study
- ii) membership of College and external clubs and societies (including alumnae groups)
- iii) your previous and current employment status (including retirement), including job title, sector, income and work contact details, dates of employment

When you provide this information, the College will assume (unless you notify us otherwise) that we can promote these achievements in our public literature, and can use this information for the other purposes outlined in this statement. We may supplement information from other public sources that we consider to be reliable (e.g. your public social media profile(s), Honours List, Companies House, high profile news reports or articles) and may check their accuracy with you from time to time.

C. Engaging you in College and University events that the College believes will be of interest, including year group reunions, talks, concerts, sporting events, dinner and receptions and the promotion of alumni and other College events, volunteering opportunities, and other ways you can contribute to the life of the College.

The College retains personal data (provided by you or by the University of Cambridge, or created by the College), including:

- i) known relationships with other members (past or present) of the University or any of the Colleges
- ii) your previous attendance at College or University events
- iii) information about your areas of personal interest
- iv) personal data relating to your attendance at events and your personal preferences (e.g. dietary or accommodation requirements, access needs, or requests)
- v) records of any communications (verbal or written) we have had with you, including the purpose and outcome of those communications.

When you provide this information, the College will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement. We may supplement information from other public sources that it considers to be reliable (e.g. your public social media profile(s), University publications, high profile news reports or articles) and may check their accuracy with you from time to time.

D. Providing you with information about the development of the College, including major initiatives and programmes relating to either the academic endeavour or the provision of services and facilities to members and the wider public, sending you e-newsletters and copies of College publications including the Calendar, Annual Report and the Selwyn Magazine.

We retain personal data (provided by you or by the University of Cambridge, or created by the College), including:

- i) any communication preferences confirmed by you
- ii) ways in which you have supported the College.

By providing your email address and telephone number, the College has taken this to be consent to use those channels to contact you for this and other purposes outlined in this statement, unless you have outlined to it your preferred communication channels. When you provide this information, we will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement.

E. Encouraging you to make a financial contribution to the College and processing any such contributions.

Selwyn's income consists of gifts and benefactions, income derived from prudent investment of any endowment and student fees. We greatly value any financial contribution from our members and supporters and, accordingly, retain personal data (provided by you or by the University, or created by the College), including:

- i) the purposes and amounts of any donations or other support previously provided to the University or the College by you
- ii) the method(s) of payments used and related payment references
- iii) your bank details (for processing direct debit or other financial transactions)

- iv) your tax status and Gift Aid declaration.

Some of this financial information needs to be retained for statutory purposes for a number of years (e.g. Gift Aid, anti-fraud and accounting matters). When you provide this information, the College will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement. We will also use this information for the issuing of donor acknowledgement lists and other ways of stewardship and thanking donors.

F. Conducting due diligence before accepting major donations and research to ensure that any requests for donations are appropriate to the individual.

The College undertakes research to determine your capacity to provide financial support. This results in the College creating personal data including:

- i) financial information relating to you and any of your key relationships (including but not limited to income and assets)
- ii) your potential capacity to make a gift, including the College's internal classification of you as a major gift prospect which is determined by a combination of your giving history, your attendance at College and University events, and your other interactions with the College since you graduated, including any positive or negative indications from you about your capacity or willingness to give to the College.
- iii) Gifts you or any of your key relationships have made to other charitable organisations.

The College's research includes incorporating information from public sources that we consider to be reliable (e.g. your public social media profile(s), Queen's Honours List, Companies House, high profile news reports or articles, company websites, the Charity Commission and property websites). In using these sources, we have considered the potential intrusion into your privacy. In most cases, our assessment above aims to exclude you from unwelcome or inappropriate approaches so as not to compromise your ongoing relationship with the College.

We may use external contractors or consultants to assist us in checking we have the correct contact details before calling you in the telephone campaign. Where we do so, any sharing of your personal data is on the strict understanding that they may not repurpose it, or pass it on to other third parties. We do not sell your personal data under any circumstances.

If you have concerns or queries about any of these purposes, or how the College communicates with you, please contact the Development Director.

If you have concerns about your personal data held by the University, contact the University separately by emailing: data.protection@admin.cam.ac.uk