



Selwyn College Cambridge

How we use your personal information

Chapel Visitors & Members of the Choir

This statement explains how Selwyn College (“the College”, “us” “we”) handles and uses data we collect about those who use the Chapel and in the management of the musical activities and events of the Selwyn College Choir.

In broad terms, the College uses your data to ensure we maintain contact with those who wish to book or attend events in Chapel, to be informed about Chapel and/or Choir events and to maintain legal records. We also collect personal data relating to members of the Choir which is needed to make sure their needs are met, both when the Choir is in residence and when touring.

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

Unless otherwise stated, the legal basis for processing your personal data is that it is in our legitimate interest to communicate with those concerned and to fulfil our statutory duties. Data will be retained permanently for historic purposes unless stated below.

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

How your data is used by the College

We collect and process your personal data for the following (*but not limited*) purposes:

A. Managing Chapel services and events and general enquiries

- i) Names and contact details and any access requirements of those who seek to use the Chapel for an event, or who approach Chapel staff for information. Details are retained for the calendar year + 7 years.
- ii) Names, contact details and access requirements of those who apply for tickets for Chapel Services and Choir events. Details are retained for the calendar year + 2 years.

B. Information regarding prospective Choir members.

If you apply to join the Choir, we will collect your name, contact details and audition records and retain them for 7 years after the year of your anticipated entry into the Choir.

C. Information regarding Choir members.

We collect your data in order to further your musical education and enable you to participate in choir activities, including UK and overseas travel. The data we retain includes: your name, contact details, voice part, audition notes made by the Director of Music and Director of Studies, measurements (for cassock fitting), any relevant allergies, medical conditions or dietary requirements, passport/ID card numbers (or photocopies), and also details of your nominated emergency contact.

We will ask you to provide these details on successive occasions to maintain their accuracy, at which time all previous records will be destroyed. Basic details of your membership of the choir and activities that you have undertaken are kept indefinitely. All data is securely stored in accordance with data protection legislation.

We also maintain details of allergies, medical conditions, dietary requirements, passport number (or photocopies) and emergency contact details of those who travel with the Choir.

General correspondence with and between Choir members is kept for the calendar year + 6 years.

Photographs of the Choir will be taken from time to time and appear in publicity material and social media.

We also maintain a list of former choir member's names, voice parts, and non-university email addresses for contacting them for depping opportunities within the choir in the years following graduation. These are kept indefinitely for use by the Choir Director to fill gaps due to illness, degree commitments and such for larger performances.

D. Images of those who attend Chapel services and events which are recorded and livestreamed.

When Chapel services and events are recorded, cameras may capture images of the congregation, Choir members, members of visiting choirs, guest preachers and others who volunteer to perform with the Choir. We publish the dates of services which are recorded and live streamed in service booklets, emails, Chapel notice board and on Chapel pages on the College website: <https://www.sel.cam.ac.uk/about/chapel-and-choir> Please see the [College Recording and Livestreaming Policy](#).

We collect the names, contact details, performance roles, photographic image (*adults only*) and biographical sketch of guest preachers and others who volunteer to perform with the Choir. This information is kept indefinitely as part of the Choir's history.

Photographs of visiting choirs may be taken and appear in College publicity material and social media with the consent of data subjects. The sharing of images of under 18s is subject to strict conditions.

E. Recipients of newsletters and email communications.

The College regularly emails people who have requested to be informed of Chapel services and events. Your details are included in Chapel/Choir email lists and are retained as long as you wish to be informed about Chapel services/events and Choir events. Consent may be withdrawn at any time.

Chapel staff also send emails about services and events to the College community, using College-provided group email lists which are maintained by the College IT department.

F. Details of those married, baptized and confirmed in Chapel.

The names, contact details and proof of identify are held indefinitely in official registers. This information is retained as a legal requirement and also for our legitimate purposes as part of the history of the Chapel.

G. Chapel and Choir Alumni, Donors and 'Friends of the Choir'.

The College keeps in contact with College members who have been in the Choir via the College Development & Alumni Relations Office. This may be in connection with activities specifically related to the Choir, such as reunions.

The Friends of the Choir supporters' scheme is administered by the Development & Alumni Relations Office who may share your data with Cambridge Development & Alumni Relations (CUDAR) and Cambridge in America. This is by your consent and you can withdraw your consent at any time. Please see the privacy notice for Alumni and Supporters for further details: <https://www.sel.cam.ac.uk/about/finances-and-governance>.

H. General Chapel and Choir correspondence:

We retain names, contact details, the content of correspondence/requests and our response for the calendar year + 7 years.

Who we share your data with

Within the College, your data may be processed by the Chaplain, Chapel Administrator, Director of Music, Choir Administrator, Organ Scholars and other members of the Chapel team.

The Porters have access to emergency contact information of Choir members and those who travel with the Choir. Choir members' data is also shared with organisers, government bodies and airlines, for international choir tours and concerts in the UK.

Data for those involved with the Chapel and Choir may also be used by the College in ways described under other privacy notices, particularly those that deal with Visitors & Guests, Alumni & Supporters, Conferences & Events, Students and Senior Members and Staff, which can be found on the College website: <https://www.sel.cam.ac.uk/about/finances-and-governance>

Chapel services which are recorded are livestreamed via the Chapel You Tube channel: <https://www.youtube.com/selwyncollegechapel>

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.

If you have concerns or questions about how your personal information is used, or wish to exercise any of your rights, please contact the College Data Protection Lead (bursar@sel.cam.ac.uk).

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/>

College Data Protection Lead
January 2022