



Selwyn College Cambridge

# How we use your personal information

## Participants in pre-undergraduate events and initiatives

This statement explains how Selwyn College (“we”, “us” and “our”) handles and uses information we collect about participants in pre-undergraduate events and initiatives (“you” and “your”).

The controller for your personal data is Selwyn College, Grange Road, Cambridge CB3 9DQ. The Statutory 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](mailto: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](mailto:bursar@sel.cam.ac.uk)

In broad terms, we manage your data to enable you to participate in pre-undergraduate events and initiatives and to monitor the effectiveness of our outreach work to attract talented students from our link areas.

The legal basis for processing your personal data is that it is in our public interest or 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. If there are any exceptions to this, they are indicated in the statement below.

### How will my personal information be used?

We collect and process your personal data, as specified below:

#### **A. For prospective participants at widening participation events/activities, who are providing information about themselves and/or other third parties (eg their teachers, parents, or carers)**

The personal information that you give us when you register an interest in, sign up for, or otherwise engage with, pre-undergraduate admissions events/activities/updates will be processed and held by the Schools Liaison Officer for the purposes of:

- organising events/activities, including event selection;

- tracking future outcomes of event participants, including applications to Cambridge University and other Higher Education Institutions;
- monitoring and research including (but not limited to) evaluation of the impact of events and activities;
- producing statistics, including event application and participation numbers, and participant outcomes; and
- sending you additional information about Selwyn College, as well as helpful resources relating to applying to Higher Education, by email or post.

We consider the processing of your personal information for the above purposes to be necessary for the performance of tasks we carry out in the public interest (eg running events to promote access to Higher Education, informing students of their educational options, increasing educational attainment, and carrying out related evaluation, tracking and research) or necessary for the pursuit of our legitimate interests in attracting applicants to Selwyn College.

If you are asked to provide any sensitive information about yourself, such as your ethnicity, health/disability status, religion, or sexual orientation, the uses we'll make of that information will be explained to you at the point we collect it from you, and you will usually have the option not to provide it. If we do hold this information, we will normally use it for research and monitoring purposes as well as any specific uses you have been told about.

We may run follow-up surveys to ask for your opinions to evaluate events and other activities that you attend or participate in. While these are very helpful for us, they are optional and, when answering the specific questions, you will sometimes have the option not to supply certain answers if you do not wish to.

**B. For third parties who are providing information about prospective participants and/or other third parties (e.g. teachers providing information about pupils or colleagues)**

The personal information that you give us about prospective participants or colleagues who will be attending an event will be processed and held by the Schools Liaison Officer for the purposes of:

- organising events/activities, including event selection;
- tracking future outcomes of event participants, including applications to Cambridge University and other Higher Education Institutions;
- monitoring and research including (but not limited to) evaluation of the impact of events and activities;
- producing statistics, including event application and participation numbers, and participant outcomes; and
- sending you additional information about Selwyn College, as well as helpful resources relating to applying to Higher Education, by email or post.

You should check that prospective participants and/or other third parties are happy for you to supply their details before providing us with any information about them. Students and teachers do not have to agree to you providing this information to us. If you do provide this information to us,

we will assume that you have collected this data from your students appropriately, that you have informed them of the purposes which we intend to use their data for, and that they have subsequently each provided you with their explicit consent to pass their data onto us for operational and communication purposes for the event/activity.

### **C. Providing you with necessary services**

Where relevant, we will also collect data for the provision of services such as when you are arranging a visit to the College. This may include special category information such as your access needs and/or dietary requirements. We will not retain this information for any longer than is necessary for the provision of the event/activity.

### **D. Newsletters and email communication**

The College maintains contact details of teachers and schools who have requested information about outreach activities. Data is not used for any other purpose and you may ask to be removed from our mailing list at any time by emailing: [schools-liaison@sel.cam.ac.uk](mailto:schools-liaison@sel.cam.ac.uk)

### **E. Images of those who attend outreach events in College or at visits to individual schools and colleges**

Photographs and recordings of outreach activities/events may be taken and appear in College publicity material and social media. We will ask for your permission to use your image if you will be clearly identifiable. You will be notified if photographs will be taken of large groups and you can choose to opt out if you do not wish to appear in a photograph or recording. Further details are available in the College's Recording and Livestreaming Policy:

<https://www.sel.cam.ac.uk/about/finances-and-governance>

We also operate CCTV around the College which will capture footage. Our CCTV policy can be viewed at: <https://www.sel.cam.ac.uk/about/finances-and-governance>

### **Who will my personal information be shared with?**

We may share your personal information with third parties (including your school/college, partner(s) with whom we may have collaborated to organise and/or evaluate this event, the University of Cambridge Admissions Office (CAO), the Department for Education, the Higher Education Access Tracker (HEAT), any third parties managing HEAT's database, and HEAT service subscribers and approved researchers) for the same purposes as listed above, and also for storage. Please note that only certain events/initiatives involve sharing your personal information with HEAT and related parties. Further information about HEAT and their privacy policy can be found **here**. You can find information about how your data is used by the University of Cambridge at: [www.undergraduate.study.cam.ac.uk/how-we-use-participant-data](http://www.undergraduate.study.cam.ac.uk/how-we-use-participant-data)

Selwyn College, Cambridge University and third parties may publish aggregated data based on personal information from event applicants and/or participants, including analysis and research

utilising these data, but the data will be anonymised and no information which could identify you will be published.

On occasion, the above types of use and sharing may involve the transfer of your personal information outside of the European Economic Area (eg to use a service provider based overseas). These transfers are always carried out with appropriate safeguards in place, such as proper contracts, to ensure the confidentiality and security of your personal information.

### **How long will my personal information be kept for?**

If you attend any particular event/activity, we will only retain certain detailed information that we need for the purposes of event/activity administration for as long as necessary to serve that purpose.

In order to conduct long-term evaluation, tracking and research about access to Higher Education, and in relation to certain events/initiatives only, we will retain some of your key personal information as follows:

- until the end of the academic year in which you reach the age of 30 (or, if you are a mature student, for 10 years from the point you provide it);
- if you enter Higher Education within this time, until 15 years after you graduate.

After these periods, any personal information will be removed from our records, but we may continue to retain and process your information in an anonymised form.

### **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 any questions about how your personal information is used, or wish to exercise any of your rights, please contact the Schools Liaison & Outreach Officer [schools-liaison@sel.cam.ac.uk](mailto:schools-liaison@sel.cam.ac.uk) in the first instance.

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  
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