



Selwyn College Cambridge

# How we use your personal information

## Students

This statement explains how Selwyn College (“the College”, “we”, “our”, “us”) handles and uses information we collect about those applicants to whom we make an offer of study and students once they join the College (“you” and “your”).

In broad terms, we use your personal information to manage the ongoing relationship between the College and you as part of your membership of our lifelong community of scholars. This includes (but is not restricted to) guiding and supporting your academic studies, maintaining and reviewing your academic progress and pastoral welfare, reviewing your financial commitments to the College and (if you live in College accommodation) managing our relationship with you as a resident.

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](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 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 Data Protection Lead, who may be contacted at [bursar@sel.cam.ac.uk](mailto:bursar@sel.cam.ac.uk)

The normal legal basis for processing your personal information is that it is necessary in the fulfilment of one or more contracts that exist between you and the College (including but not restricted to) preparing to become a student and member of the College, the expectations on both sides during your course of studies and any related accommodation contract.

We have commitments to other external bodies (particularly the University of Cambridge (“the University”)) as part of those contracts, and how and when the College ordinarily will share your personal information is outlined below (see “*How the College shares your personal information*”). For some specific purposes, we may rely on another legal basis, including where it is required for compliance with a legal obligation (e.g. financial records, equal opportunities monitoring), or where we believe that it is in our legitimate interest to do so (e.g. to enable your access to external services). You may ask us for further information on these matters at any time if you have specific concerns.

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 information is used by the College**

The College collects and processes your personal information, as specified below, for a number of purposes, including:

- A. Maintaining your personal details, including ensuring effective communications with you.**
- B. Maintaining a formal record of your academic progress and achievements at the College, the University and elsewhere.**
- C. Maintaining a formal record of your other engagements with and achievements at the College, the University and elsewhere.**
- D. Maintaining a record, where appropriate, of any particular personal needs (e.g. in respect of a disability) with which you require assistance, and with which we might be reasonably expected to help you, so that you can participate fully in College and University life (including any support provided by the College or University during your course of studies), as well as information about your general health and wellbeing.**
- E. Maintaining financial records relating to your studies, funding and other financial support arrangements.**
- F. Provision of references to third parties.**
- G. Maintaining a record of your behaviour and in particular where there have been concerns or complaints raised about you.**
- H. Maintaining a record of any complaints you make to the College and their outcomes.**
- I. Maintaining data to enable the College and the University to produce statistics and research for internal and statutory reporting purposes.**

Further details are provided in the Annex. If you have concerns or queries about any of these purposes, please contact the College Data Protection Lead at [bursar@sel.cam.ac.uk](mailto:bursar@sel.cam.ac.uk)

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>

The College uses a SALTO lock system which controls some door access, and will by its nature, record movements in and out of some areas, though this is not its primary purpose. Like all data we store, this information is kept confidentially. Please contact the Head Porter ([headporter@sel.cam.ac.uk](mailto:headporter@sel.cam.ac.uk)) if you have questions about the SALTO lock system.

We also operate Wi-Fi across our sites, which can be accessed by members of the College and guests. We retain device information (such as physical MAC address and IP address) and details of the IP address the device connected to for limited periods.

Please note that if you engage with the College for any other purpose (e.g. you work for us, or volunteer for us), there are additional privacy notices that are provided for those other purposes, usually at the first point of engagement.

### **How long we keep your personal information for**

The Annex outlines specific retention periods for certain categories of information; most of these are determined by legal requirements relating to that specific information. The College's data retention schedule and Data Protection Policy, which can be viewed at:

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

Finally, we strongly encourage all of our students to remain in touch with the College after they leave and, for that reason, we transfer a subset of this information to our Development and Alumni Relations office. You are encouraged to read the separate statement about personal information for alumni and supporters, which covers your ongoing lifelong membership of the College at:

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

### **How the College shares your personal information**

#### *Within the College*

We may share the following information with relevant people within the College, on a considered and as necessary and appropriate basis:

- Personal details
- Information about your academic record and progress
- Information in respect of your health or welfare, or any disability you may have
- Financial information
- Disciplinary information.

This is considered necessary for the College to operate smoothly, but you can request a greater level of privacy by contacting the Senior Tutor ([senior.tutor@sel.cam.ac.uk](mailto:senior.tutor@sel.cam.ac.uk)) If you have any concerns about why we share particular items of data you should discuss the matter with the Senior Tutor.

The College also takes photographs of its students, either individually and/or as a group in a matriculation and graduation photographs. These are widely used within the College, on the College's social media and may also be on public display in some College departments.

Otherwise, we restrict the sharing of your personal information within the College in line with our Data Protection and Confidentiality in a Welfare Context policies.

#### *With the University*

By being a member of a College and registering for a course of study, you are automatically a member of the University of Cambridge. The academic and student support arrangements between

the College and the University are complex and varied depending on your course and level of study. Information relating to you (and particularly your academic studies) is shared routinely and often with the University. The University and its partners (including the College) have a data sharing agreement to govern such interactions and information transfers in both directions, as well as a shared student record system and database.

The personal information shared with the University will include only that which is necessary for you to undertake and complete your studies and your examinations and in addition will include any information necessary for the College to fulfil our obligations and agreements with the University about the shared University community (including sufficient information for the University to record and collate instances of student behaviour, or complaints across all of the Colleges and the University). Where possible, the College will notify you of our intention to share such data in advance.

The University is a separate legal entity to the College and has its own statement about your personal information and its procedures, which you can view at: <https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data> The University in turns shares information with the affiliated student unions and a number of other bodies for statutory and other purposes.

### *With other organisations*

The College routinely shares information with, and receives information from, other organisations where appropriate. These include, but are not limited to:

- Cambridge City Council and other local authorities (to provide evidence of any rights to or exemptions from local services and taxes, including electoral registration and council tax).
- your funding providers or sponsors, as agreed with them and/or you, including the Student Loans Company.
- the Universities and Colleges Admissions Service (UCAS) in relation to your application, offer and requirements to meet any offer of study.

The College may also 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 our intention to share such information in advance.

The College will normally provide confirmation of your qualifications and other academic references to a prospective employer or financial sponsor if it is reasonably clear that it would be in your interests to do so, and we have made reasonable checks to ensure the information is being requested for that purpose. Ordinarily, students requiring references request these from their Tutor or Director of Studies, or occasionally the Senior Tutor, in advance, so that we are aware that prospective employers, higher education institutions or other similar bodies are likely to be contacting us about you.

The College may also provide personal information to agencies and trusted advisers in order to receive professional advice or guidance in relation to a number of matters (examples of such advice include legal and audit services, fee status verification services, inter-collegiate agreement services), or to provide services to you through a third party on our behalf. In such circumstances, data sharing agreements are in place to ensure your personal information is not retained by them for longer than necessary or otherwise shared more widely.

The College may share information with organisations overseas as part of arrangements related to your membership of the College (e.g. field trips, student exchange programmes, and overseas funding providers). In most cases, this will be related to the operation of a contract.

### ***Publication of your personal information***

The College would not normally make your personal information publicly available without your consent. We encourage you to be extremely careful when sharing personal information about other students in public social media sites and other similar environments.

Please also note the University's people search function may also be widened by individuals so that their own information is accessible to the general public by changing the settings at <http://www.lookup.cam.ac.uk/self>. The default setting otherwise permits access to all members of the University and all Cambridge Colleges. We share this information by default in this way because we believe it helps significantly in building community relations and networks and helps others get in touch with you more easily.

### **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 or concerns about your personal information, or how it is used, please speak to the relevant College staff in the first instance. If you need further guidance, please contact the Tutorial Office.

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

College Data Protection Lead  
Last updated: December 2021

## Annex

The College collects and processes your personal information, as specified below, for a number of purposes, including:

### **A. Maintaining your personal details, including ensuring effective communications with you.**

The College retains personal information (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) next-of-kin and emergency contacts.

The College will assume that you have obtained permission from your next-of-kin or emergency contact for us to hold their information for that purpose.

### **B. Maintaining a formal record of your academic progress and achievements at the College, the University and elsewhere.**

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

- i) your application details, the College's assessment of your application and the details of any offer(s) of study we have made
- ii) records of your academic provision from the College (including supervisions, College examinations and other academic support)
- iii) matriculation and graduation details and records of your academic qualifications (including those prior to becoming a member of the College)
- iv) other details of your academic progress or achievements (e.g. College or University awards or prizes).

Where an award or prize is provided by an external sponsor, the College will normally share details about you and your academic performance with them and may publish your achievements in the Calendar or similar College publications.

### **C. Maintaining a formal record of your other engagements with and achievements at the College, the University and elsewhere.**

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

- i) records of your membership of College committees, the Junior Common Room (JCR), Middle Common Room (MCR) and College clubs and societies

- ii) awards, prizes and achievements in College or University-related activities (e.g. music, arts, sports etc.).

**D. Maintaining a record, where appropriate, of any particular personal needs you require to participate fully in College and University life (including any support needs that are, or have been, provided by the College or the University during your course of studies), as well as information about your general health and wellbeing.**

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

- i) details of any disability, illness, and any consequent learning support, social support or other support needs
- ii) details of any serious risks affecting you (e.g. severe allergies)
- iii) arrangements agreed with you to manage your use of College and University facilities (e.g. computing services, sports facilities, libraries, accommodation, learning spaces), including any special requirements that may be linked to your health or religious beliefs
- iv) other information to support your health, safety and wellbeing.

The College may also retain copies of statements from professional medical advisers, provided either by you or directly to it. All personal information will be managed in line with our confidentiality policy. The College recognises that much of the personal information outlined above is of a sensitive nature and requires a high level of discretion. Wherever possible, we will discuss and agree with you in advance with whom and when we share this information, but reserve the right to disclose information to others in matters relating to significant risks to your health and safety, or the health and safety of others.

Please note that where you are referred to services not offered directly by the College (e.g. a counsellor, the University Counselling Centre or the University's Accessibility & Disability Resource Centre), these support services will have their own data protection statement (or privacy notice) and you are advised to pay close attention to these.

**E. Maintaining financial records relating to your studies, funding and other financial support arrangements.**

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

- i) records of your sources of funding support and tuition fee liabilities and, where relevant, records of your accommodation liabilities and other related charges (e.g. facilities charge), as well as what monies are to be, and have been, collected by the College on behalf of itself and the University

- ii) records of any financial support agreed by the University and/or the College (including Cambridge Bursaries, other studentships or awards, additional discretionary funding, benefits or waivers approved by the College)
- iii) where you reside in accommodation owned or managed by the College, copies of any accommodation contract(s)
- iv) where appropriate, your banking details in order to conduct financial transactions, and records of such transactions
- v) records of your College financial account, including balance and transactions
- vi) copies of any correspondence with you about any of the above matters.

Where this information includes the personal information of others (e.g. parental income evidence), the College will assume that you have their permission to provide it for our purposes. This information is normally retained for six years after the year you complete your studies.

#### **F. Provision of references to third parties.**

In addition to the information above (and particularly your achievements in B. and C. above), the College retains personal information (provided by you or created by the College), including:

- i) records of your advisers, including where relevant your Tutor, Director of Studies and other nominated College personnel who provided you with personal support.

#### **G. Maintaining a record of your behaviour and in particular where there has been concerns or complaints raised about you.**

The College retains personal information (provided by you or by others, or created by the College), including:

- i) details of any investigations undertaken by the College into your conduct or behaviour (e.g. disciplinary investigations, fitness to study investigations, complaints made against you)
- ii) a record, including the final outcome, of any investigation of the University into your conduct or behaviour.

The College's disciplinary procedure may be viewed at:

<https://www.sel.cam.ac.uk/ughandbook/discipline/discipline-related/>

In all cases, personal information will be managed in line with the College's confidentiality policy. The College recognises that investigations may include information or statements of either a sensitive or disputed nature and that such records require a high level of confidentiality. Wherever possible, we will discuss and agree with you in advance with whom and when we share this information, but reserve the right to disclose information to others in matters relating to significant risks to your health and safety, or the health and



safety of others. This information is normally retained until three years after you complete your studies.

#### **H. Maintaining a record of any complaints you make to the College and their outcomes.**

The College retains personal information (provided by you or by others, or created by the College), including:

- i) details of any complaints you have made to the College and their outcomes, where these have been taken through the College complaints procedure.

This information is normally retained until three years after you complete your studies.

#### **I. Maintaining data to enable the College and the University to produce statistics and research for internal and statutory reporting purposes.**

It is difficult to provide a comprehensive list, but the College retains personal information (provided by you), including:

- i) information relating to equal opportunity (e.g. age, nationality, gender and gender reassignment, religion or beliefs, sexual orientation, ethnicity, disability and marital status) in order to fulfill legal requirements of the College or the University
- ii) information relating to known relationships with other members (past or present) of the University or any of the Colleges
- iii) information relating to your rights to live, work and study in the United Kingdom
- iv) any criminal record that may affect your status as a student of the University or the College.

If you have concerns or queries about any of these purposes, please contact us or speak to the Senior Tutor.