



Selwyn College Cambridge

How we use your personal information

Users of the Selwyn College Website

This statement explains how Selwyn College (“the College”, “we”, “our”) handles and uses information we collect when you visit the College website – <https://www.sel.cam.ac.uk/>

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests to provide you with information relating to the College via the website. You may ask us to explain our rationale at any time.

Where you engage with the College for another purpose (e.g. as a prospective or current student, an alumnus, a member of the College or as a visitor to the College), there are other data protection statements to explain our management of your personal information – see <https://www.sel.cam.ac.uk/about/finances-and-governance>

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

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

How data is collected by the College

We collect and process your personal information for operating and improving our webpages, analysing their use and ensuring the security of our website.

We use a third party service, Google Analytics, to collect standard internet log information and details of your visitor behaviour patterns. We do this to find out, for example, the number of visitors to each page of our website. We also collect the request made by your browser to the server hosting the website which includes the IP address, the date and time of connection and the page you ask for. We use this information to ensure the security of our website and we delete it after a maximum of 3 months. We

may use and disclose it as necessary in the event of a security concern or incident. For more technical details please see <https://help.uis.cam.ac.uk/policies/university-it-facilities-and-services-privacy-notice> .

Where you enter your personal information into an online form for any specified purpose, you will be told about the use we will make of that information (e.g. to send you newsletters or to enable your attendance at an event). We ask for specific personal information from you for the services outlined on the website. When you create an account, we ask you to provide your: name, e-mail address, CRSID (if a member of the University of Cambridge), telephone number, organisation name, address, debit/credit card information. The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide the stated services to you.

How we use your data

To provide these range of services, we may use your data in the following ways:

A. Maintaining clear contact information for the booking, provision and payment of services:

We will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them.

We retain relevant information in our events records for seven years (a statutory requirement in respect of financial data) after the most recent visit or event you attend.

If you are a member of the College (including if you are a former student), we will provide our Development & Alumni Relations Office with your contact details in order for them to update their records, if you are happy for us to do this.

B. Providing you with necessary and preferred services:

Where relevant, we will also collect data for the provision of services, your reason(s) for attending an event, your nationality and passport details, your car registration, your credit or debit card information and/or any service preferences you specifically request. This may include you providing special category information such as dietary and/or access requirements. We will retain this information for seven years.

C. Providing you with details about future College events:

While we retain your contact information, we will contact you about future College events we believe may be of interest to you.

D. Fulfilling our legal obligations:

The College is required to keep for 12 months, the names and nationalities of all those staying in College accommodation. In the case of nationals outside of the UK, Republic of Ireland and the Commonwealth, we must also keep a record of your passport details and next destination. The College is required to keep details relating to any financial transaction for a period of seven years.

E. To send you communications required by law or which are necessary to inform you about our changes to the services we provide you.

For example, updates to this privacy notice, and legally required information relating to your orders and bookings. These service messages will not include any promotional content and do not require prior consent when sent by us. If we do not use your personal data for these purposes, we would be unable to comply with our legal obligations.

F. To display the most relevant content to you on our website

We use data about your usage of our website. We do so on the basis of your consent for our website to place cookies or similar technology on your device.

G. To develop, test and improve the systems and services we provide to you:

We do this on the basis of our legitimate interest.

H. To comply with our contractual or legal obligations to share data with law enforcement:

The College's data retention policy and records retention schedule is available on our website: <https://www.sel.cam.ac.uk/about/finances-and-governance>

How do we protect your personal data?

We implement a variety of security measures to maintain the safety of your personal information when you open an account or make a booking. Data retained by the College is kept on secure servers and shared only with staff that are directly involved with the running of the associated services. Account data as described above is held for a period of seven years from creation and then permanently deleted.

Do we disclose any information to outside parties?

We use a third party service, Google Analytics, to collect standard internet log information and details of your visitor behaviour patterns. We do this to find out, for example, the number of visitors to each page of our website. Their data protection statement can be accessed at: <https://privacy.google.com/businesses/compliance/>

Payment and personal information is processed by Secure Hosting by Monek for the purpose of taking credit card payments for services, who are a PCI: DSS Level 1 compliant company, and monitored by an independent qualified security assessor. Their privacy notice can be accessed at: <https://monek.com/gdpr-docs/>

Our Alumni website <https://www.selwynalumni.com/> is hosted and operated by Blackbaud Inc. and may be used to collect and store information given by you. Their privacy notice can be accessed at: <https://www.blackbaud.com/company/privacy-policy>

We do not sell, trade, or otherwise transfer to outside parties your personal information. This does not include trusted third parties who assist us as noted above in operating our website, conducting our business, or providing you with services, providing those parties agree to keep this information

confidential. We may also release your information when we believe it is appropriate to comply with the law, enforce our site policies, or protect our or others' rights, property, or safety.

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.

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 Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

College Data Protection Lead
Last updated: December 2021