How we use your personal information

Data Protection Statement- Student societies

This statement explains how a student society at Newnham College (“we” and “our”) handles and uses data it collects about its members and other people for processes relating to the operation and activities of the society.

When changes are made to this statement, we will publish the updated version to this website.

The controller for your personal information is Newnham College, Sidgwick Avenue, Cambridge CB3 9DF. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (12B King’s Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk): OIS Ltd. 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 information is the Bursar, Mr Donald Hearn, Bursar@newn.cam.ac.uk.

The normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the society to run effectively and efficiently. Where we process your personal information outside of the purposes listed in this statement, we will seek your explicit consent to do so in advance. You may ask us for further information on these matters at any time if you have specific concerns.

# How your data is used by the society

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

1. maintaining your personal details (i.e. your name, photograph, relevant College identifiers and preferred contact details), including ensuring effective communications with you;
2. maintaining financial records (i.e. payment of membership fees and other payments to the society);
3. maintaining a formal record of your activities within the society;
4. other purposes;
5. maintaining data to enable the society to undertake research into its own activities and/or to manage complaints made to us.

# If you have concerns or queries about any of these purposes, please contact the Bursar.

# How we share your personal data

* Personal data is not normally shared outside of the society and its members. We share some of your personal information with the College, only where there is a specific need to.
* We use College IT facilities to store electronic copies of personal information.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the College or a government agency (such as the police or security services or other statutory authorities with investigatory powers ) under special circumstances (e.g. relating to tax, crime or health and safety). Where possible, we will notify you of our intention to share such information in advance.

**Your rights**

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal 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 questions or concerns about your personal information, or how it is used, please speak to an officer of the society and to the Bursar.

If you remain unhappy with the way your information is being handled, or with the response received from the Society and the Bursar, 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/>).

*Last updated: 11 May 2018*

*Donald Hearn*

*Bursar, Newnham College*