The information and guidelines within this policy are important and apply to the whole College Community: the President, Fellows and all staff and students (referred to collectively as the “College Community” in this policy). Non-compliance may be illegal and could result in disciplinary action.

Introduction

Like all educational establishments, the College holds and processes information about its employees, applicants, students, alumni and other individuals for various purposes (for example the administration of the admissions process, the effective provision of academic and welfare services, to record academic progress, to operate the payroll and to enable correspondence and communications, including the provision of references and certificates). To comply with the Data Protection Act 1998 (“the 1998 Act”), information must be collected and used fairly, stored safely and not disclosed to any unauthorised person.

Notification to the Information Commissioner

The College has an obligation as a Data Controller to notify the Information Commissioner (formerly called the Data Protection Registrar) of the purposes for which it processes personal data. Individual data subjects can obtain full details of the College’s data protection registration/notification with the Information Commissioner from the College Data Protection Officer or from the Information Commissioner’s website (http://www.dataprotection.gov.uk).

Data Protection Principles

The College, as a Data Controller, must comply with the Data Protection Principles, which are set out in the 1998 Act. In summary these state that personal data shall:

- Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for specified and lawful purposes and shall not be processed in any manner incompatible with those purposes.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for those purposes.
- Be processed in accordance with the data subject’s rights under the 1998 Act.
- Be the subject of appropriate technical and organisational measures against unauthorised or unlawful processing, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country or territory has equivalent levels of protection for personal data.
Processing

“Processing”, in relation to information or data, means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

(a) organisation, adaptation or alteration of the information or data;
(b) retrieval, consultation or use of the information or data;
(c) disclosure of the information or data by transmission, dissemination or otherwise making available; or
(d) alignment, combination, blocking, erasure or destruction of the information or data.

Data Protection Officer

The College Data Protection Officer is the Bursar. All queries about the College policy and all requests for access to personal data should be addressed to the Data Protection Officer (see “Right to Access Personal Data” below).

Responsibilities of Individual Data Users

All members of the College Community who record and/or process personal data in any form (called “Data Users” in this policy) must ensure that they comply with the requirements of the 1998 Act (including the Data Protection Principles) and with the College’s data protection policy (including any procedures and guidelines which may be issued from time to time). A breach of the 1998 Act and/or the College’s data protection policy may result in disciplinary proceedings.

In particular, no member of the College Community may, without the prior written authorisation of the Data Protection Officer:

1. develop a new computer system for processing personal data;
2. use an existing computer system to process personal data for a new purpose;
3. create a new manual filing system containing personal data;
4. use an existing manual filing system containing personal data for a new purpose.

The above does not apply to databases, which are maintained by individual Data Users within the College Community for their private domestic uses, for example, private address books. However, individual Data Users should consider whether their private domestic uses fall within the scope of the 1998 Act.
“Data Areas” and “Data Area Contacts”

To aid the efficient administration of the College’s data protection policy, the data which the College holds/processes has been divided into a number of “Data Areas”: these are described below, showing who may have access to the data. In each case, there is also specified a “Data Area Contact”.

He or she will be responsible in relation to the data in the Data Area in question (and thus not simply for the files which he or she maintains) for the following:

- informing the Data Protection Officer of proposed processing of personal data within the College which may need to be notified to the Information Commissioner;
- providing personal data to the Data Protection Officer in response to a subject access request when requested to do so by the Data Protection Officer; and
- maintaining the security of, and access to, personal data within the Data Area.

The Data Protection Officer may from time to time designate other Data Areas and/or Data Area Contacts.

Data Areas

- **Tutorial files**

  Tutorial files are maintained in respect of students’ academic progress and welfare. They may also contain financial and medical data. The purpose for which they are maintained include the relevant student’s applications for employment, professional training or admission to other educational establishments.

  Current Tutorial files are to be kept by the Senior Tutor. Tutorial files may be consulted on a day-to-day basis by the President, the Senior Tutor, the student’s own Director of Studies, the Bursar and the Tutorial Administrator. All other requests for access to a Tutorial file must be authorised by the Senior Tutor or the relevant Director of Studies.

  **Data Area Contact:** Senior Tutor

- **Admissions files**

  Admissions files are maintained in respect of candidates for admission. During the admissions process such files are maintained and kept by the Senior Tutor, the Admissions Tutor and the Admissions Officers. For successful candidates, the admissions documentation is included in a Tutorial file. For unsuccessful candidates, the admissions documentation is archived temporarily for subsequent research into the admissions process but must be destroyed at the end of the Admissions round. During the admissions process, Admissions files may be consulted by the Senior Tutor, any of the Admissions Tutors, any Director of Studies, the Bursar and any other interviewers. All
other requests for access to an Admissions file must be authorised by either of the Admissions Tutors or the Senior Tutor.

*Data Area Contact:* Senior Tutor

- Files relating to grants made by the College to students

These are maintained and kept by the Senior Tutor, the Bursar and their staff. The files may be consulted on a day-to-day basis by the Senior Tutor, the Bursar, and their staff. All other requests for access to any of these files must be authorised by either the Senior Tutor or the Bursar.

*Data Area Contact:* Bursar

- Files relating to Allowances for Fellows

These are maintained and kept by the Bursar and the Bursary Office staff, who may each consult the same on a day-to-day basis. All other requests for access to any of these files must be authorised by the Bursar.

*Data Area Contact:* Bursar

- Files in respect of any disciplinary matters involving students

All such files are to be maintained and kept by the Senior Tutor or the Tutorial Administrator, who may each consult the same on a day-to-day basis. All other requests for access must be authorised by the Senior Tutor.

*Data Area Contact:* Senior Tutor

- Medical files in respect of student health and welfare

Medical files are to be maintained and kept by the Senior Tutor, who may consult the same on a day-to-day basis. All other requests for access to medical files must be authorised by the Senior Tutor.

*Data Area Contact:* Senior Tutor
• **Medical notes in respect of students**

Such notes are maintained by the Senior Tutor to assist in meeting the needs of students with disabilities, or for reasons connected with absences from College, poor performance, applications to the University or to charities etc.

All current notes in this category are to be kept by the Senior Tutor. The notes may be consulted on a day-to-day basis by the Senior Tutor and the Tutorial Administrator. All other requests for access to these notes must be authorised by the Senior Tutor.

*Data Area Contact:* Senior Tutor

• **Personnel files in respect of Fellows**

These are maintained and kept by the President and the Bursar. These files may be consulted on a day-to-day basis by the President, the Bursar and their secretaries. All other requests for access to any of these files must be authorised by the Bursar.

*Data Area Contact:* Bursar

• **Personnel files in respect of other employed staff of the College**

These are maintained and kept by the Domestic Bursar. These files may be consulted on a day-to-day basis by the Bursar, Domestic Bursar or the Administration Officer. All other requests for access to these files must be authorised by the Domestic Bursar.

*Data Area Contact:* Domestic Bursar

• **Files relating to tenancies of College properties, suppliers of goods and services to the College, and other third parties not otherwise dealt with in this policy document**

These are maintained and kept by the Bursar, the Domestic Bursar and their respective staff, who may each consult the same on a day-to-day basis. All other requests for access must be authorised by the Bursar or the Domestic Bursar.

*Data Area Contact:* Bursar

• **Computer Databases**

Certain of the files referred to above are maintained in electronic databases as well as or instead of paper files. Access to such databases is restricted in the same manner as access to paper files in the relevant Data Area.

In addition, however, the IT Manager, and members of the College’s IT Department may have day-to-day access to the College’s electronic databases for various purposes, including:
• system management purposes, for example, by tracking “Help desk” information and log on and log off details on systems servers;
• performance, accounting and administration purposes, for example, by keeping details of equipment loaned to College members;
• security and other legitimate College purposes, for example, monitoring email/internet and network session information in accordance with College policies.

All members of the College community must also refer to the College’s instructions for the use of IT Facilities, e-mail and internet, from time to time in force, which must be read and applied in conjunction with this Policy.

**Data Security and Disclosure**

All members of the College Community are responsible for ensuring that:

• Any personal data which they hold is kept securely.
• Personal data is not disclosed either orally or in writing or otherwise to any unauthorised third party, and that every reasonable effort will be made to see that data is not disclosed accidentally.

Unauthorised disclosure is a disciplinary matter and may be considered gross misconduct. If in any doubt, consult the College Data Protection Officer.

Personal data must be kept securely and examples of how this may be done will include:

• keeping the data locked in a filing cabinet, drawer or room; or
• if the data is computerised, ensuring that the data is password protected or kept only on disk which is itself kept securely; or
• any other appropriate security measure.

**Candidates’ and Students’ obligations**

Candidates and students must ensure that any personal data provided to the College is accurate and up to date. They must ensure that any changes of address or other personal details are notified to one of the Admissions Tutors or their officers in the case of candidates or the Senior Tutor in the case of Junior Members.

Students must comply with the College’s Computing Regulations.

**Data Subjects’ Consent**

Certain types of personal data may be processed for particular purposes without the consent of individual data subjects. However, it is the College’s policy to seek express consent whenever practicable from individual data subjects for the main ways in which the College may hold and process personal data concerning them. This is to allow individuals an
opportunity to raise any objections to any intended processing of personal data. The College will consider any such objections but reserves the right to process personal data in order to carry out its functions as permitted by law.

Therefore, all prospective Fellows, staff, candidates and students will be asked to sign a consent form regarding particular types of information which the College may in due course hold/process about them. Existing Fellows, staff and students will also be asked to sign a consent form.

The consent forms for admissions and student records and for Fellows’ and staff records are set out in the Schedule to this policy.

**Right to Access Personal Data**

Staff, students and other individuals have the right under the 1998 Act to access any personal data that is being held about them either in an “automatically processable form” (mainly computer records) or in a “relevant filing system” (i.e. any set of information structured in such a way that specific information relating to a particular individual is readily accessible) and to request the correction of such data where they are incorrect. An individual who wishes to exercise his/her right of access is asked to complete the College “Access to Personal Data” form which is available from the Bursary and give it to the Data Protection Officer.

Any inaccuracies in data disclosed in this way should be communicated immediately to the Data Protection Officer who shall take appropriate steps to make the necessary amendments.

The College will make a charge of £10 (or such other charge as is permitted from time to time by the Data Protection Act 1998) on each occasion that access is requested and this fee should accompany the Access to Personal Data form. In accordance with the 1998 Act, the College reserves the right to refuse repeated requests where a reasonable period has not elapsed between requests.

The College will normally respond to the request for access to personal data within 40 days (including bank holidays and weekends) of the request or payment of the fee, whichever is the later.

The Freedom of Information Act 2000 gives individuals extended rights of access in certain circumstances to information which is not held on computer or in a relevant filing system.

Please contact the Data Protection Officer for further information.

**Disclosure outside of the EEA**

The College may, from time to time, desire to transfer personal data to countries or territories outside of the European Economic Area in accordance with purposes made known to individual data subjects. For example, the names and contact details at the College of members of staff on a website may constitute a transfer of personal data world-wide.
Accordingly, the consent form signifies an individual’s consent to the inclusion of such data on an authorised College website. If an individual wishes to raise an objection to this disclosure then written notice should be given to the Bursar.

Other personal data, even if it would otherwise constitute fair processing, must not, unless certain exemptions apply or protective measures taken, be disclosed or transferred outside the EEA to a country or territory which does not ensure an adequate level of protection for the rights and freedoms of data subjects.

**Sensitive Personal Data**

The College may from time to time process “sensitive personal data” relating to admissions candidates, members and staff of the College.

“Sensitive personal data” is information as to a data subject’s racial or ethnic origin, political opinions, religious beliefs or beliefs of a similar nature, trade union membership, physical or mental health or condition, sexual life, offences or alleged offences, and information relating to any proceedings for offences committed or allegedly committed by the data subject, including the outcome of those proceedings.

Currently, the College envisages the need to process sensitive personal data of a type specified in the consent forms set out in Schedule to this policy for the purposes specified. For example, data relating to the ethnic origin of members or staff of the College may be processed for the purposes of equal opportunities monitoring or to identify any necessary dietary requirements and possible sources of financial assistance. Medical records need to be processed for the provision of healthcare and general welfare, to identify any necessary dietary and accommodation requirements and to assist in meeting the needs of members of the College Community with disabilities. In exceptional circumstances, the College may need to process information regarding criminal convictions or alleged offences in connection, for example, with any disciplinary proceedings or other legal obligations.

In other circumstances, where sensitive personal data is to be held or processed, the College will seek the explicit consent of the member of the College Community in question unless one of the limited exemptions provided in the Data Protection Act 1998 applies (such as to perform a legal duty regarding employees or to protect the data subject’s or a third party’s vital interests).

**CCTV**

The College operates a number of CCTV cameras in order to assist with security for members of the College Community and in respect of College property. Any queries regarding the operation of the CCTV system should be addressed to the Domestic Bursar. Access to any personal data about you on the CCTV system may be obtained on request by completing and returning an Access to Personal Data form (with the requisite £10 fee) with as much information as possible to enable the data to be located (including, if possible, details of the relevant camera, date and time).
E-mail

It is permissible and appropriate for the College to keep records of internal communications which are relevant to an individual’s ongoing relationship with the College, whether as a Fellow, member of staff or student, including information concerning performance and conduct issues, provided such records comply with the Data Protection principles.

It is recognised that e-mail is used for such communications and that such e-mails should form part of the College’s records. It goes beyond the scope of this policy document to address the appropriate use of e-mail in the proper functioning of the College, and the limitations and legal implications with this mode of communication. However, all members of the College Community need to be aware that:

- the 1998 Act applies to e-mails which contain personal data about individuals which are sent or received by members of the College Community (other than for their own private purposes as opposed to College purposes);

- subject to certain exceptions, individual data subjects will be entitled to make a data subject access request and have access to e-mails which contain personal data concerning them, provided that the individual data subject can provide sufficient information for the College to locate the personal data in the e-mails; and

- the legislation applies to all e-mails from and to members of the College Community which are sent and received for College purposes, whether or not the e-mails are sent through the College e-mail system or on an individual’s own e-mail account.

College Archives

The individual files relating to members of the College Community are the basis of the alumni records and detailed historical archives of the College, and sanitised files may be retained indefinitely for the reference and research purposes.

At some point after a member of the College Community leaves the College, his or her file(s) will be transferred (save in the case of a Fellow) to the office of the Archivist and then (in all cases) to the College’s archives. The timing for this will differ from Data Area to Data Area, and within each Data Area will depend upon a number of factors.

Thereafter, the file(s) may be consulted on a day-to-day basis by the College’s Archivist and the Development Officer and the Alumni Relations Officer may have day-to-day access for alumni purposes. All other requests for access to any archived file must be authorised by the College Archivist.

Personal data which is contained in archived files may be processed for research purposes (including statistical, historical or biographical purposes). Such processing will be carried out in such a manner to comply with the Data Protection Principles (so far as applicable).
The College reserves the right to destroy (in whole or in part) archived files whenever it considers it appropriate to do so.

*Data Area Contact:* Archivist

**Alumni Relations and Development**

Manual and computer based files are maintained in respect of current and former Fellows, alumni, and other current, past and potential donors to the College.

All files are to be kept in the locked Development Office; access to the computer database is to be password protected. Development Office staff may consult the manual and computer based files on a day-to-day basis, but requests by others to view these files must be authorised by the Development Officer.

Data will be used by the College for a full range of alumni activities, including the sending of College publications, promotion of benefits and services available to alumni (including those being made available by external organisations), notification of alumni activities and fund raising programmes (which might include an element of direct marketing).

It is intended that past members’ contact details will be made available to other current and past members of the College, recognised alumni societies (e.g. Hughes Hall Graduate Law Society) in the UK and overseas, to sports and other clubs associated with the College, and to agents contracted by the College for particular alumni-related activities.

The Development Office will seek individuals’ consent to disclosure of their contact details. If an individual has an objection to other aspects of the processing of their data for alumni or fund raising purposes, then written notice should be given to the Development Director.

*Data Area Contact:* Development Officer

**Annexes:**

1. Admissions and Student Records Consent Form.
2. Fellows’ and Staff Records Consent Form.
THE DATA PROTECTION ACT 1998
ADMISSIONS AND STUDENT RECORDS CONSENT FORM

To assist the College comply with its legal obligations under the Data Protection Act 1998, this form sets out the main purposes for which the College holds, processes and discloses personal data. Full details of the College’s notification to the Office of the Information Commissioner (OIC) can be obtained from the Bursar as the College’s Data Protection Officer or from the OIC directly. You should read the College’s data protection policy, which can be found on the College website (www.hughes.cam.ac.uk). Other information which is published from time to time as these contain further guidance and describe individuals’ obligations. A breach of the College’s data protection policy or procedures may result in disciplinary action. If you have any queries, you should raise them with the Bursar.

Please sign at the end of the form to indicate your consent to the College processing your personal data for the specified purposes. If you object to any of the processing indicated then you should indicate this and your objection will be considered.

The College processes personal data to assist in the admissions process, to enable the provision of education and welfare services to its students, to facilitate the administration of student accommodation, to provide up-to-date academic records, to assist in the administration and collection of fees and charges, to comply with legal and other obligations (e.g. health & safety), to facilitate communications and mailings, to enable the provision of references, to assist with fund-raising by the College and the University, for alumni activities and for research and archive purposes.

Information is provided by the applicants and students themselves (by way of application forms and other means) and also by third parties such as schools, local authorities and examination boards.

In order to ensure the proper functioning of the College as an institution in the higher education sector, the College may, from time to time, consider it appropriate to disclose relevant personal data about applicants and students within the College to other members of staff, committees and organisations (such as the Hughes Hall Graduate Law Society), and also to various external bodies, including the College Visitor, the University of Cambridge and any of its officers, faculties and departments, appropriate members of staff of the University of Cambridge, the Cambridge Review Committee, other Cambridge Colleges, inter-collegiate bodies, other educational institutions, employers and potential employers, professional bodies, funding bodies, local authorities and other governmental and regulatory bodies. Such external bodies may be in the United Kingdom or abroad (including outside the EEA). The College may or may not seek further consent to specific disclosures depending upon the intended disclosure.

To assist with intercollegiate and University activities, the College may provide the names of College members (and, in the case of Fellows and employees’, their College contact details) to the University’s Cambridge Review Committee for its production of a directory, the Residency List, which is obtainable from book stores.

It is also the College’s policy to provide the student’s room number and e-mail address to bona fide members of the University of Cambridge upon enquiry, but not to others. Students
should inform visitors accordingly. If students wish such details not to be given out in these circumstances then they should inform the Data Protection Officer in writing accordingly.

In addition, the College may need to process certain categories of “sensitive personal data” and your signature on this form indicates your explicit consent to the processing of sensitive personal data as set out below:

**Medical records and data** – to assist in providing healthcare and student welfare, to assist in meeting the needs of students with disabilities, to assist with any dietary and accommodation requirements, and to provide appropriate educational services. Any medical information provided to the College by, or about a student, shall be held in accordance with the principles of medical confidentiality.

The applicant/student hereby gives explicit consent for any information which he/she provides to the College or a member of College staff about his/her medical condition to be disclosed to the Senior Tutor (and other members of College staff as the Senior Tutor considers necessary), but such personal data shall not be disclosed outside the College, except with the student’s explicit consent to the proposed disclosure or in other circumstances required or permitted by law (for example, to protect the vital interests of the student or another person). The College may inform the student’s “emergency contact” of necessary medical information in such circumstances.

**Ethnic Origin** – to assist with any dietary requirements and to identify possible sources of financial assistance. The College may also process information provided by a student about his/her ethnic origin for the purposes of equal opportunity monitoring, but only in an anonymous form, and may disclose such statistics to external bodies. The College shall not otherwise disclose any information about a student’s ethnic origin without the explicit consent of the student to the proposed disclosure or as otherwise required or permitted by law.

**Criminal Records** – to protect other members of the College Community and the University, to operate a proper disciplinary procedure, to assist with the provision of references and to comply with any legal obligations. The College may receive information about a student’s criminal record or allegations of a criminal offence from the student or from external sources, such as the police or the Criminal Records Bureau.

Subject to the requirements of the Rehabilitation of Offenders Act 1974 and the prior specific authorisation of the College Data Protection Officer, the applicant/student hereby gives his/her explicit consent to the disclosure of information about his/her criminal offences or allegations of criminal offences to appropriate staff within the College, to appropriate staff or officers of the University of Cambridge and to appropriate staff or officers of other Colleges within the University of Cambridge.

The College may also be obliged by law to disclose information about a student’s criminal offences or allegations of criminal offences to other external bodies, such as the police, in certain circumstances. The College may also be permitted by law to disclose such information to other external bodies without the student’s explicit consent in other circumstances (for example where the proposed disclosure is necessary to protect the vital interests of another person).
THE DATA PROTECTION ACT 1998  
ADMISSIONS AND STUDENT RECORDS CONSENT FORM  

To: The Bursar, Data Protection Officer, Hughes Hall

From: ………………………………………………………………

I confirm that I consent to the College processing and disclosing relevant personal data as set out above, including the processing of sensitive personal data for the purposes specified.

I attach a document with any objections to the processing of my personal data [  ] please tick if applicable.

Signed: ……………………………………… Date: ………………………………
THE DATA PROTECTION ACT 1998
FELLOWS’ AND STAFF RECORDS CONSENT FORM

To assist the College comply with its legal obligations under the Data Protection Act 1998, this form sets out the main purposes for which the College holds, processes and discloses personal data. Full details of the College’s notification to the Office of the Information Commissioner (OIC) can be obtained from the Senior Bursar as the College’s Data Protection Officer or from the OIC directly. You should read the College’s data protection policy, which can be found on the College website (www.hughes.cam.ac.uk), and any other information which is published from time to time as these contain further guidance and describe individuals’ obligations. A breach of the College’s data protection policy or procedures may result in disciplinary action. If you have any queries, you should raise them with the Bursar.

Please would you sign at the end of the form to indicate your consent to the College processing your personal data for the specified purposes. If you object to any of the processing indicated then you should indicate this and your objection will be considered.

The College processes personal data for purposes in connection with an individual’s membership of or employment with the College, to enable the operation of the payroll, to facilitate the administration of accommodation, to comply with legal and other obligations (e.g. health & safety), to facilitate communications and mailings, to enable the provision of references, to assist with fund raising by the College and University, for alumni activities, to assist with pensions administration and for research and archive purposes. This may include disclosing personal data to other authorised Fellows or members of staff of the College.

The College may, from time to time, where the processing is necessary for the performance of the individual’s duties or the proper functioning of the College, consider it appropriate to disclose relevant personal data to external bodies, including the College Visitor, the University of Cambridge and any of its officers, faculties and departments, members of staff of the University of Cambridge, the Cambridge Review Committee, other Cambridge Colleges, inter-collegiate bodies, other educational institutions, other employers and potential employers, professional bodies, funding bodies, local authorities and other governmental and regulatory bodies. Such external bodies may be in the United Kingdom or abroad (including outside the EEA). The College may or may not seek further consent to specific disclosures depending upon the intended disclosure.

In order to assist the proper functioning of the College and the University, the College may provide or publish Fellows’ and employees’ College telephone number, College address, email address, and appropriate information about their College duties, whether in hard copy and electronic directories, upon enquiry or on such websites as are approved by the College from time to time. Any objection to giving out such details in these circumstances should be given to the Data Protection Officer in writing accordingly. Home addresses and telephone numbers will not be disclosed without obtaining the specific additional consent of the individual concerned.

The College may provide the names of College members (and, in the case of Fellows and employees’, their College contact details) to the University’s Cambridge Review Committee for its production of a directory, the Residency List, which is obtainable from book stores.
In addition, the College may need to process certain categories of “sensitive personal data” and your signature on this form indicates your explicit consent to the processing of sensitive personal data as set out below:

**Medical records and data** – to keep proper sickness records, to assist in providing healthcare and staff welfare, to facilitate the fulfilment of obligations pursuant to disabilities legislation and to assist with any dietary and accommodation requirements. Any medical information provided to the College by or about a Fellow or member of staff shall be held in accordance with the principles of medical confidentiality.

The Fellow/member of staff hereby gives explicit consent for any information which he/she provides to the College or a member of College staff about his/her medical condition to be disclosed to the Bursar (and other Fellows/members of College staff as the Senior Bursar considers necessary), but such personal data shall not be disclosed outside the College, except with the Fellow’s/member of staff’s explicit consent to the proposed disclosure or in other circumstances required or permitted by law (for example, to protect the vital interests of the Fellow/member of staff). The College may inform the Fellow/member of staff’s “emergency contact” of necessary medical information in such circumstances.

**Ethnic Origin** – to assist with any dietary requirements and to identify possible sources of financial assistance. The College may also process information provided by a Fellow/member of staff about his/her ethnic origin for the purposes of equal opportunity monitoring, but only in an anonymous form, and may disclose such statistics to external bodies. The College shall not otherwise disclose any information about a Fellow’s/member of staff’s ethnic origin without the explicit consent of the Fellow/member of staff to the proposed disclosure or as otherwise required or permitted by law.

**Criminal Records** – to protect other members of the College Community and the University, to operate a proper disciplinary procedure, to assist with the provision of references and to comply with any legal obligations. The College may receive information about a Fellow’s/member of staff’s criminal record or allegations of a criminal offence from the Fellow/member of staff or from external sources, such as the police and the Criminal Records Bureau.

Subject to the requirements of the Rehabilitation of Offenders Act 1974 and the prior specific authorisation of the College Data Protection Officer, the Fellow/member of staff hereby gives his/her explicit consent to the disclosure of information about his/her criminal offences or allegations of criminal offences to other appropriate Fellows/staff within the College, to appropriate staff or officers of the University of Cambridge, to appropriate staff or officers of other Colleges within the University of Cambridge.

The College may also be obliged by law to disclose information about a Fellow’s/member of staff’s criminal offences or allegations of criminal offences to other external bodies, such as the police, in certain circumstances. The College may also be permitted by law to disclose such information to other external bodies without the Fellow’s/member of staff’s explicit consent in other circumstances (for example where the proposed disclosure is necessary to protect the vital interests of another person).
THE DATA PROTECTION ACT 1998
FELLOWS’ AND STAFF RECORDS CONSENT FORM

To: The Bursar, Data Protection Officer, Hughes Hall

From: ……………………………………………………

I confirm that I consent to the College processing and disclosing relevant personal data as set out above, including the processing of sensitive personal data for the purposes specified.

I attach a document with any objections to the processing of my personal data [ ] please tick if applicable.

Signed: ………………………………………….. Date: …………………………………