CONFIRMED MINUTES

Seventy-fifth meeting of College Council, 25 April 2018

{} indicates that an item in Open Business will be removed prior to publication on the College website.

OPEN BUSINESS

Present: Dr Anthony Freeling (Chair, President), Lydia Drumright (Pro-Vice-President), Dr Stephen Axford (Director of Research Translation), Mr Andrew Gwynne (MCR Secretary), Dr Sara Hennessy, Prof Ian Hodge, Dr Agnieszka Iwasiewicz-Wabnig, Dr Philip Johnston (Senior Tutor), Ms Lena Milosevic (Development Director), Prof Jonathan Powell, Dr Corinne Roughley, Dr Martin Steinfeld (from item 75.1.3).

Apologies: Dr Hilary Burton (Vice-President), Mrs Victoria Espley (Bursar), Mr Harry Holkham (MCR President), Dr Eugene Shwageraus.

In Attendance: Mr Daniel Anton Garcia (to item 75.10), Miss Hattie Stacey (to item 75.10), Mrs Wendy Solomou (College Secretary and Fellowships Manager, Secretary).

75.1. Introduction

The President welcomed Mr Anton Garcia and Ms Stacey (incoming MCR President and Secretary, respectively, from 27 April 2018) to the meeting. He gave a vote of thanks to Mr Holkham and Mr Gwynne, the outgoing MCR President and MCR Secretary.

75.1.1. Declarations of Interests

There were no declarations of interests.

75.1.2. Minutes and matters arising from the Open Business of College Council, 21 March 2018 (CC75 01)

The minutes were approved as an accurate record, subject to the following amendment:

Page 4, item 74.5, final line:
Corrected from ‘Governing Body’ to ‘Council’.
75.1.3. College Council Open Business action list (CC75 02)

- **74.5.1 MOU for May Ball Committee**
  - The Bursar to bring the proposed MOU for approval.
    - Ongoing.

- **73.8 West Cambridge lunches**
  - Dr Sargent sent out an email on 28 February, requesting new volunteers. Outcome to be followed up and reported to Council.
    - Dr Iwasiewicz-Wabnig reported that one student had volunteered to organise the next lunch, but more were needed. She agreed that she would attend the next lunch and attempt to engage additional volunteers. This item can be marked as complete.

- **73.9.1 Refurbishment Workstrand**
  - Bursar to report recommendation for room usage (prior to development of redesign proposals) to Council by 25 April meeting if possible.
    - Update given in the Bursar’s Report (item 75.8.1). Full proposal to come to the next meeting. Ongoing.

- **71.3 Disciplinary policy**
  - Dr Steinfeld to consider the implications of including an external Fellow on the second panel and report to Council in Easter term.
    - Dr Steinfeld reported that, following enquiries, it did not appear that other Colleges included external representation on their appeal panel. It was agreed that Mr Garcia would discuss the matter further with Mr Holkham (who had raised the option of an external panel member) to clarify the rationale for the suggestion. The Senior Tutor noted that there could be procedural complications to consider if an external Fellow were to be appointed to the panel. Ongoing.

- **70.4.2 Safeguarding vulnerable adults**
  - The Bursar to circulate the revised draft to Council.
    - Dr Roughley reported that the policy was close to being finalised and would be brought to the next meeting for approval. Ongoing.

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**75.2. Major Study Centres (CC75 03)**

[REDACTED]

The paper set out the strategic context, rationale and key elements of a proposed new Centre for Healthy Ageing at Hughes Hall. [REDACTED]

The President requested Council’s support for the proposal in principle, for its feedback to further develop the concept, and to approve the next step of meeting with the Regius Professor of Physic to agree the outline content of a joint proposal [REDACTED].

[REDACTED]

Council gave enthusiastic support to the proposal and approved the development of a joint proposal with the Clinical School. The following points were made and feedback given:

- Points of detail – clearer explanation that the role of the proposed Centre in removing the barriers that sit around Technology Readiness Levels (TRLs) 5-7 would be in locating and linking the appropriate people/agents; the trajectories of the quality of life curves in the
graph contained in Appendix A were questioned. (The President accepted both points and explained that the graph served to illustrate the concept as opposed to giving factual representation).

- The College should position itself so as to help drive the research agenda and engage other Schools within the University. [REDACTED]
  Given the interdisciplinary aims of the Centre, it would be helpful to undertake a scoping exercise to find which groups within the University, other than the Clinical School, had strong interests in various aspects of quality of life research and to have early talks with individuals who could make a strong contribution. The point was made that it was important not to lose sight of the huge developments in social care, in terms of infrastructure as well as knowledge, and the research around what supports mental health, cognitive function and wellbeing as people age.

- It was noted that the initial project strands outlined in the paper focussed mainly on Healthy Ageing, but perhaps should include more on Paediatrics, particularly since research in the area was strong and there were individual researchers who would be engaged and co-operative. The President acknowledged that this point had been made by others, and that the paper should include the flexibility to work in that domain too. However, it was important to be cautious about spreading efforts across too many areas.

75.3. GDPR update for review (CC75 04)

Council received the Bursar’s update on preparations to ensure compliance with the General Data Protection Regulation (GDPR, effective from 25 May 2018). The President asked that Fellows raise points of detail directly with the Bursar.

It was noted that a briefing session had been held for College staff, but it was felt that that Fellows should also attend a briefing session that would address issues specific to College.

ACTION: The Bursar to arrange a briefing session for Fellows on the implications of the GDPR for College.

75.4. Data Protection Policy update (CC75 05)

Council approved the revised version (given in Appendix 1 to the minutes) submitted by the Bursar.

75.5. MCR Business

Mr Gwynne reported that the MCR had been involved in planning for the refurbishment of the Bar, Pfeiffer and Combination Room.

The President warmly acknowledged the work of the MCR President, Secretary and the Committee over the past year.

75.6. President’s Report

The President informed Council that students living at Swirles Court had made complaints about the lack of late-night transport from the town centre, but had proposed a solution. They asked that the College pay the taxi fare to Swirles Court if one or more students presented at the Porters’ Lodge at 11.15pm and requested a taxi (with a cap on total expenditure of £500 per term).
Council approved the proposed expenditure subject to the Bursar’s agreement.

Dr Roughley noted that there had been complaints from students of sexual and racial harassment by site-workers at the North-West Cambridge development that were being actively followed up by the College. She requested that the MCR encourage any students experiencing harassment to come forward with their complaints.

**ACTION:** Mr Gwynne to alert students via the MCR’s Facebook.

[REDACTED]

The President said that he wished to flag that he was in discussions with a donor for the establishment of a climate change study centre, with funding of £150,000 per annum for six to seven years. He stated his intention to bring more information to the next meeting of Council.

**75.7. Senior Tutor’s Report (CC75 06)**

Council received the Senior Tutor’s Report, which covered:

- His recent visit to Singapore and Hong Kong.
- Admissions – second round (for mature colleges) of undergraduate admissions was complete and it was anticipated that there would be a new intake of approximately 45 undergraduates. A number of meetings within the University were currently being held concerning postgraduate numbers in general and the allocator in particular. The Senior Tutor reported that the current system of allocating postgraduate applicants to colleges would be tweaked to address some of the concerns expressed by colleges.
- Exams – Rooms would be taken up in College to provide extra revision space and to accommodate students with Special Exam Conditions taking examinations in College.
- Student Welfare – introduction of an improved process for dealing with student requests for financial help. Council approved the additional expenditure to support the early morning drop-in sessions offered by the College Nurse on exam days.

In response to a question, Dr Roughley, the College Nurse’s line manager, confirmed that Council would be provided with an end-of-year report detailing the services offered and the pattern of uptake.

**75.8.1. Bursar’s Report (CC75 07)**

Council received the Bursar’s Report, which covered the following:

- **Finances**
  o Reminder of the timetable for developing the 2018/19 budget.
- **Catering and Conferences**
  o A survey of those using the Dining Hall was currently being undertaken and a survey of those not dining in College was planned to help understand preferences.
- **Premises and Accommodation**
  o The accommodation allocation process was underway earlier this year and there were plans to improve certainty about accommodation for the 2018 intake.
Improvements to the Peter Richards Room and improvements in access to the Pavilion Room had been made.
Malfunctioning showers at Gresham Court had been replaced.
From June 2018 the College would bring the currently separate arrangements for grounds maintenance under a new, single contract to cover the whole of the main site plus the external College houses.

**Bar, Pfeiffer and Combination Rooms Refurbishment**
- Following extensive consultations, a detailed draft proposal with costing for refurbishment had been drawn up and would be finalised and presented at the next meeting of Council.

**Human Resources**
- Update on training sessions for staff.

**IT**
- No complaints had been received on the wireless system since the UIS software upgrade had been completed (25th March).
- A three-year project to replace all the University phones had been completed.

**GDPR**
- A summary of the preparations across the College to comply with the General Data Protection Regulation (GDPR).

The Bursar and her team wished to record their thanks to the outgoing MCR committee with whom they have very much enjoyed working.

**75.8. 2. Management accounts update (CC75 08)**

Council received the management accounts update to 31 March 2018 and noted that there were no significant changes since the previous update.

**75.9. Development Director’s Report (CC75 09)**

Council received the Development Director’s report, which covered:

- **Staffing**
  - Two vacancies had been filled and the College had been successful in one of its applications to the Development Programme Accelerator Fund (DPAF) for a new, twelve-month post.

- **Fundraising**
  - A formal agreement had been signed for a further £1m for PhDs in Life Sciences
  - A revised and refreshed Legacy brochure had been sent to alumni aged 45-85
  - College had received a significant legacy pledge notification from a Fellow and his wife

- **Events – recent and forthcoming**
  - 23 – 27 March: Singapore and Hong Kong visit
  - 1 May: Duke of York’s visit
  - 4 May: unveiling of a Blue Plaque to Elizabeth Hughes in her birth place, Carmarthen, Wales
  - 12 May: Christening of the new women’s boat, the ‘Emma Quinn’
• **Communications**
  
  o June edition Hughes magazine to have a refreshed design
  o Development Office was taking a lead on the updating of the short history of Hughes Hall booklet with new photographs

Ms Milosevic gave further details of the Duke of York’s itinerary and said that the time he would spend at Hughes had been extended to two hours.

75.10. Any other Open Business

There was no other Open Business.

End of Open Business WS 25/04/2018
Appendix 1: General Data Protection Regulations

Revised April 2018

Purpose and scope

1. The purpose of this policy is to ensure compliance with data protection law in the UK (the General Data Protection Regulation and related EU and national legislation). Data protection law applies to the processing (collection, storage, use and transfer) of personal information (data and other personal identifiers) about data subjects (living identifiable individuals).

2. Under data protection law, the College is identified as a data controller and as such is subject to a range of legal obligations. For clarity, the University of Cambridge and the other Colleges in Cambridge are separate data controllers, with their own policies and procedures. Sharing of personal information between the University and the Colleges is covered by a formal data sharing protocol.

3. This policy applies to all staff and members of the college, except when they are acting in a private or external capacity. For clarity, the term staff means anyone working in any context for the College at any level or grade (whether permanent, fixed term or temporary) and including employees, retired but active members and staff, visiting Fellows, workers, trainees, interns, seconded staff, agency staff, agents, volunteers, and external members of College committees. Equally, the term member includes senior members (Fellows) and junior members (students and alumni) of the College when they are handling or processing personal information on behalf of the College, except when they are acting in a private or external capacity.

4. This policy should be read in conjunction with:

- College Statutes, Ordinances and Regulations;
- staff employment contracts and comparable documents (which outline confidentiality obligations when processing information of the College);
- policies, procedures and terms of conditions of the College and, where relevant, similar documents of the University of Cambridge with regard to:
  - information security;
  - acceptable use of IT facilities (including use of personal devices);
  - records management and retention;
  - any other contractual obligations on the College or the individual which impose confidentiality or information management obligations (which may at times exceed those of College policies with respect to storage or security requirements – e.g. for funded research).

5. This policy is reviewed by Council and approved by Governing Body. It is reviewed at least once every 3 years. The Council remains responsible for ensuring appropriate resources are in place to achieve compliance with data protection law in line with an appropriate overall risk profile.
Obligations of the College

6. The College upholds data protection law as part of everyday working practices, through:
   a) ensuring all personal information (see Annex) is managed appropriately through this policy;
   b) understanding, and applying as necessary, the data protection principles (see Annex) when processing personal information;
   c) understanding, and fulfilling as necessary, the rights given to data subjects (see Annex) under data protection law;
   d) understanding, and implementing as necessary, the College’s accountability obligations (see Annex) under data protection law; and
   e) the publication of data protection statements outlining the details of its personal data processing in a clear and transparent manner.

7. The College shall appoint a statutory data protection officer, who will be responsible for:
   a) monitoring and auditing the College’s compliance with its obligations data protection law, especially its overall risk profile, and reporting on such annually to the College;
   b) advising the College on all aspects of its compliance with data protection law;
   c) acting as the College’s standard point of contact with the Information Commissioner’s Office with regard to data protection law, including in the case of personal data breaches; and
   d) acting as an available point of contact for complaints from data subjects.

8. The College shall otherwise ensure all members and staff are aware of this policy and any associated procedures and notes of guidance relating to data protection compliance, provide training as appropriate, and review regularly its procedures and processes to ensure they are fit for purpose. It shall also maintain records of its information assets.

9. Individual members and staff are responsible for:
   a) completing relevant data protection training, as advised by the College;
   b) following relevant College policies, procedures and notes of guidance;
   c) only accessing and using personal information as necessary for their contractual duties and/or other College roles;
   d) ensuring personal information they have access to is not disclosed unnecessarily or inappropriately;
   e) where identified, reporting personal data breaches, and co-operating with College authorities to address them; and
   f) only deleting, copying or removing personal information when leaving the College as agreed with the College and as appropriate.

Non-observance of the responsibilities in paragraph 9 may result in disciplinary action against individual members or staff.

10. The obligations outlined above do not waive any personal liability for individual criminal offences for the wilful misuse of personal data under data protection legislation.
Annex

Legal Definition of personal information

Personal information is defined as data or other information about a living person who may be identified from it or combined with other data or information held. Some “special category data” (formerly sensitive personal data) are defined as information regarding an individual’s racial or ethnic origin; political opinion; religious or other beliefs; trade union membership; physical or mental health or condition; sexual life; or criminal proceedings or convictions, as well as their genetic or biometric information.

Data Protection Principles

The data protection principles state that personal data shall be:

- processed (i.e. collected, handled, stored, disclosed and destroyed) fairly, lawfully and transparently. As part of this, the College must have a ‘legal basis’ for processing an individual’s personal data (most commonly, the processing is necessary for the College to operate a contract with them, the processing is necessary to fulfil a legal obligation, the processing is in the legitimate interests of the College and does not override their privacy considerations, or they have consented to the processing);
- processed only for specified, explicit and legitimate purposes;
- adequate, relevant and limited;
- accurate (and rectified if inaccurate);
- not kept for longer than necessary;
- processed securely.

Data Subject Rights

An individual’s rights (all of which are qualified in different ways) are as follows:

- the right to be informed of how their personal data are being used. This right is usually fulfilled by the provision of ‘privacy notices’ (also known as ‘data protection statements’ or, especially in the context of websites, ‘privacy policies’) which set out how an organisation plans to use an individual’s personal data, who it will be shared with, ways to complain, and so on;
- the right of access to their personal data;
- the right to have their inaccurate personal data rectified;
- the right to have their personal data erased (right to be forgotten);
- the right to restrict the processing of their personal data pending its verification or correction;
- the right to receive copies of their personal data in a machine-readable and commonly-used format (right to data portability);
- the right to object: to processing (including profiling) of their data that proceeds under particular legal bases; to direct marketing; and to processing of their data for research purposes where that research is not in the public interest;
- the right not to be subject to a decision based solely on automated decision-making using their personal data.
Accountability

The College is required under law to:

- comply with data protection law and hold records demonstrating this;
- implement policies, procedures, processes and training to promote “data protection by design and by default”;
- have appropriate contracts in place when outsourcing functions that involve the processing of personal data;
- maintain records of the data processing that is carried out across the College;
- record and report personal data breaches;
- carry out, where relevant, data protection impact assessment on high risk processing activities;
- cooperate with the Information Commissioner’s Office (ICO) as the UK regulator of data protection law;
- respond to regulatory/court action and pay administrative levies and fines issued by the ICO.