ANNEX - DATA PROTECTION

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

A. maintaining a formal record of your academic progress and achievements of the College and the University of Cambridge and elsewhere:

We retain personal data (provided by you or by the University of Cambridge, or created by us), including:

1. your current name and any previous names you have had;
2. unique personal identifiers (e.g. student number, CRSID, date of birth, photograph);
3. your current and previous contact details;
4. your application details, our assessment of your application and the details of any offer(s) of study we have made;
5. records of your academic provision from the College (including supervisions, College examinations and other academic support);
6. matriculation and graduation details and records of your academic qualifications (including those prior to becoming a member of the College);
7. other details of your academic progress or achievement (e.g. College or University awards or prizes).

B. retaining a formal record of your academic, career or other life achievements in order to promote and improve the reputation of the College and help you to network with other College members effectively:

We retain personal data (provided by you), including:

1. details of your achievements since you completed your course(s) of study;
2. membership of College and external clubs and societies (including alumni groups);
3. your previous and current employment status (including retirement), including job title, sector, income and work contact details, dates of employment.

When you provide this information, we will assume (unless you notify us otherwise) that we can promote these achievements in our public literature, and can use this information for other purposes outlined in this statement. We may supplement information from other public sources that we consider to be reliable (e.g. your public social media profile(s), Queen’s Honours List, Companies House, high profile news reports or articles) and may check their accuracy with you from time to time.

C. engaging you in College and University events that we believe will be of interest to you, including alumni and open events, volunteering opportunities, and other ways you can contribute to the life of the College:

We retain personal data (provided by you or by the University of Cambridge, or created by us), including:

1. known relationships with other members (past or present) of the University of Cambridge or any of the Colleges;
2. your previous attendance at College or University events;
3. information about your areas of personal interest;
4. personal data relating to your attendance at events and your personal preferences (e.g. dietary or accommodation requirements or requests);
5. records of any communications (verbal or written) we have had with you, including the purpose and outcome of those communications.

When you provide this information, we will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement. We may supplement information from other public sources that we consider to be reliable (e.g. your public social media profile(s), University publications, high profile news reports or articles) and may check their accuracy with you from time to time.

D. providing you with information about the development of the College, including major initiatives and programmes relating to either the academic endeavour or the provision of services and facilities to members and the wider public:

We retain personal data (provided by you or by the University of Cambridge, or created by us), including:
1. any communication preferences confirmed by you;
2. ways in which you have supported the College.

By providing us with email addresses and telephone numbers, we have taken this to be consent to use those channels to contact you for this and other purposes outlined in this statement, unless you have outlined to us your preferred communication channels. When you provide this information, we will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement.

E. encouraging you to make a financial contribution to the College and/or the University, and processing any such contributions:

The College’s income includes gifts and benefactions, income derived from prudent investment of any endowment, and student fees. We value any financial contribution from our members and, accordingly, retain personal data (provided by you or by the University of Cambridge, or created by us), including:

1. the purposes and amounts of any donations or other support previously provided to the College or the University by you;
2. the method(s) of payments used and related payment references;
3. your bank details (for processing direct debit or other financial transactions);
4. your tax status and Gift Aid declaration.

Some of this financial information needs to be retained for statutory purposes for a number of years (e.g. Gift Aid, anti-fraud and accounting matters). When you provide this information, we will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement.

F. assessing the likelihood that you will, now or in the future, make a financial contribution (gift) to the College:

The College undertakes research to determine your capacity to provide financial support. This results in us creating personal data including:
1. your estimated income or asset worth (where this is not provided by you);
2. your potential capacity to make a gift, including our internal classification of you as a potential supporter which is determined by a combination of your giving history, your attendance at College and University events, and your other interactions with the College since you graduated, including
any positive or negative indications from you about your capacity or willingness to give to the College;
3. gifts you have made to other charitable organisations if in the public domain.

Our research includes incorporating information from public sources that we consider to be reliable (e.g. your public social media profile(s), Queen’s Honours List, Companies House, high profile news reports or articles). In using these sources, we have considered the potential intrusion of your privacy. In most cases, our assessment above aims to exclude you from unwelcome or inappropriate approaches so as not to compromise your ongoing relationship with us.
We may use external contractors or consultants to assist us in this research. Where we do so, any sharing of your personal data is on the strict understanding that they may not repurpose it, or pass it on to other third parties. Any data processing by external contractors is subject to a specific Data Processing Agreement with the external body. We do not sell your personal data under any circumstances.

G. promoting third-party services we believe will be of interest to you:

We retain personal data (provided by you), including:
1. any preferences to be excluded from such services.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us.

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