JESUS COLLEGE
CAMBRIDGE

Data Protection: how we use your personal information

Students

This statement explains how Jesus College ("the College", "we" and "our") handles and uses information we collect about those applicants we make an offer of study to, and students once they join the College ("you" and "your"). In broad terms, we use your personal information to manage the ongoing relationship between the College and you as part of our lifelong community of scholars. This includes guiding and supporting your academic studies, maintaining and reviewing your academic progress and pastoral welfare, reviewing your financial commitments to the College and (if you live in College accommodation) managing our relationship with you as a resident.

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

The controller for your personal information is the College, Jesus College, Jesus Lane, CB5 8BL. 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 information, is the Bursar, Dr Richard Anthony, (bursar@jesus.cam.ac.uk).

The normal legal basis for processing your personal information is that it is necessary in the performance of one or more contracts with us (including preparing to become a student and member of the College, the expectations on both sides during your course of studies and any related accommodation contract). We have commitments to other external bodies (particularly the University of Cambridge) as part of those contracts, and we outline below (see "*How we share your personal information*") how and when we ordinarily will share your personal information. For some specific purposes, we may rely on another legal basis, including where we are required for compliance with a legal obligation (e.g. financial records, equal opportunities monitoring), or where we believe it is in our legitimate interest to do so (e.g. to enable your access to external services). You may ask us for further information on these matters at any time if you have specific concerns.

How your information is used by the College

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

A. maintaining your personal details, including ensuring effective communications with you;

B. maintaining a formal record of your academic progress and achievements at the College, the University of Cambridge and elsewhere;
C. maintaining a formal record of your other engagements with and achievements at the College, the University of Cambridge and elsewhere;
D. maintaining a record, where appropriate, of any particular personal needs you require to participate fully in College and University life (including any support needs that are, or have been, provided by the College or the University during your course of studies), as well as information about your general health and wellbeing;
E. maintaining financial records relating to your studies, your funding and other financial support arrangements;
F. provision of references to third parties;
G. maintaining a record of your behaviour and in particular where there has been concerns or complaints raised about you;
H. maintaining a record of any complaints you make to the College and their outcomes;
I. maintaining data to enable the College and the University to produce statistics and research for internal and statutory reporting purposes.

Further details are provided in Annex A. If you have concerns or queries about any of these purposes, please contact us at the address given below, or speak to the Senior Tutor.

We also operate CCTV on our site, which will capture footage. Our CCTV policy can be viewed at:
https://jnet.jesus.cam.ac.uk/system/files/documents/pdf/Safety%20and%20Security%20Policy%20and%20Procedures_0.pdf

Please note that if you engage with us for any other purpose (e.g. you work for us, or volunteer for us), there are additional data protection statements that you will be provided with for those other purposes, usually at the first point of engagement.

How long we keep your information for

The Annex outlines specific retention periods for certain categories of information: most of these are determined by legal requirements relating to that specific information.

The College publishes a data retention schedule, which you can access at:
https://www.jesus.cam.ac.uk/sites/default/files/inline/files/Retention%20Schedule%20Sep%202017_0.pdf

Finally, we strongly encourage all of our students to remain in touch with the College after they leave and, for that reason, we transfer a subset of this information to our Development Office. You are encouraged to read our separate statement about personal information for alumni, which covers your ongoing lifelong membership of the College at: https://www.jesus.cam.ac.uk/alumni/giving/data-protection-policy

How we share your personal information

Within the College

We share the following information with relevant people within the College: see Annex B below. Again, this is considered necessary for the College to operate smoothly but you can request a greater level of privacy by contacting the Senior Tutor.

The College also takes photographs of its students, either individually and/or as a group in a matriculation and graduation photographs. These are widely used within the College and may be on public display.

Otherwise, the College restricts the sharing of your personal information within the College in line with its confidentiality policy:
https://jnet.jesus.cam.ac.uk/jnet/college-information/policies-guidelines/information-management/confidential-information

With the University

By being a member of a College and registering for a course of study, you are automatically a member of the University of Cambridge. The academic and student support arrangements between the College and the University of Cambridge are complex and varied depending on your course and level of study. Information relating to you (and particularly your academic studies) is shared routinely and often with the University, and the University and its partners (including the College) have a data sharing agreement to govern such interactions and information transfers in both directions, as well as a shared student record system and database.

The personal information shared with the University will include only that which is necessary for you to undertake and complete your studies and your examinations, and in addition will include any information necessary for the College to fulfill its obligations and agreements with the University about the shared University community (including sufficient information for the University to record and collate instances of student behaviour or complaints across all of the Colleges and the University). Where possible, the College will notify you of its intention to share such data in advance.

The University is a separate legal entity to the College and has its own statement about your personal information and its procedures, which you can view at:
https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data
It in turns shares information with the affiliated student unions and a number of other bodies for statutory and other purposes.

With other organisations

The College routinely shares information with, and receives information from, where appropriate:

- the Cambridge City Council and other local authorities (to provide evidence of any rights to or exemptions from local services and taxes, including electoral registration and council tax);
- your funding providers or sponsors, as agreed with them and/or you, including the Student Loans Company;
- Universities and Colleges Admissions Service (in relation to your application, offer and requirements to meet any offer of study).

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

We will normally provide confirmation of your qualifications and other academic references to a prospective employer or financial sponsor if it is reasonably clear that it would be in your interests to do so, and we have made reasonable checks to ensure the information is being requested for that purpose.

We may also provide personal information to agencies and trusted advisers in order to receive professional advice or guidance in relation to a number of matters (examples of such advice include legal and audit services, fee status verification services, intercollegiate agreement services) or to provide services to you through a third party on our behalf. In such circumstances, data sharing agreements are in place to ensure your personal information is not retained by them for longer than necessary or otherwise shared more widely.

The College may share information with organisations overseas as part of arrangements related to your membership of the College (e.g. field trip, student exchange programme, an overseas funding provider). In most cases, this will be related to the operation of a contract.

Publication of your personal information

We would not normally make your personal information publicly available without your consent.

We would encourage you to be careful when sharing personal information about other students in public social media sites and other similar environments.

Please also note the University's people search function may also be widened to be accessible to the general public by changing the settings at http://www.lookup.cam.ac.uk/self: its default setting is otherwise access to all members of the University and all Colleges: we share this because we believe it helps significantly in building community relations and networks and helps others get in touch with you easily.

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 the relevant College staff in the first instance. If you need further guidance, please contact the Bursar using the details given above.

If you remain unhappy with the way your information is being handled, or with the response received from us, 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: 13 November 2017

Annex A

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

A. maintaining your personal details, including ensuring effective communications with you;

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

   i) your current name and any previous names you have had;
   ii) unique personal identifiers (e.g. student number, CRSID, date of birth, photograph);
   iii) your current and previous contact details;
   iv) next-of-kin or emergency contacts.

   We will assume that you have obtained permission from your next-of-kin or emergency contact for us to hold their information for that purpose.

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

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

   i) your application details, our assessment of your application and the details of any offer(s) of study we have made;
   ii) records of your academic provision from the College (including supervisions, College examinations and other academic support);
   iii) matriculation and graduation details and records of your academic qualifications (including those prior to becoming a member of the College);
   iv) other details of your academic progress or achievements (e.g. College or University awards or prizes).

   Where an award or prize is provided by an external sponsor, we will normally share details about you and your academic performance with them and publish your achievements in the College's Annual Report.

C. maintaining a formal record of your other engagements with and achievements at the College, the University of Cambridge and elsewhere:

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

i) records of your membership of College committees, the Jesus College Students' Union (JCSU), Middle Combination Room (MCR) and College clubs and societies;
ii) awards, prizes and achievements in College or University-related activities (e.g music, arts, sports etc.).

D. maintaining a record, where appropriate, of any particular personal needs you require to participate fully in College and University life (including any support needs that are, or have been, provided by the College or the University during your course of studies), as well as information about your general health and wellbeing:

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

i) details of any disability, illness, and any consequent learning support, social support or other support needs;
ii) details of any serious risks affecting you (e.g. severe allergies);
iii) arrangements agreed with you to manage your use of College and University facilities (e.g. computing services, sports facilities, libraries, accommodation, learning spaces), including any special requirements that may be linked to your health or religious beliefs;
iv) other information to support your health, safety and wellbeing.

We may also retain copies of statements from professional medical advisers, provided either by you or directly to us.

All personal information will be managed in line with our confidentiality policy. We recognise that much of the personal information outlined above is of a sensitive nature and requires a high level of discretion. Wherever possible, we will discuss and agree with you in advance with whom and when we share this information, but reserve the right to disclose information to others in matters relating to significant risks to your health and safety or the health and safety of others.

This information is normally retained until three years after you complete your studies.

Please note that where you are referred to services not offered directly by the College (e.g. College Counsellor, the University Counselling Centre and the University's Disability Resource Centre), these support services will have their

own data protection statement (or privacy notice) and we advise you pay close attention to these.

E. maintaining financial records relating to your studies, your funding and other financial support arrangements:

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

i) records of your sources of funding support and tuition fee liabilities and, where relevant, records of your accommodation liabilities and other related charges (e.g. kitchen fixed charge), as well as what monies are to be, and have been, collected by the College on behalf of itself and the University;
ii) records of any financial support agreed by the University and/or the College (including Cambridge Bursaries, other studentships or awards, additional discretionary funding, benefits or waivers approved by the College);
iii) where you reside in accommodation owned or managed by the College, copies of any accommodation contract(s);
iv) where appropriate, your banking details in order to conduct financial transactions, and records of such transactions;
v) records of your College financial account, including balance and transactions;
vi) copies of any correspondence with you about any of the above matters.

Where this information includes the personal information of others (e.g. parental income evidence), we will assume that you have their permission to provide it to us for our purposes. This information is normally retained until seven years after you complete your studies.

F. provision of references to third parties:

In addition to the information above (and particularly your achievements in B and C above), we retain personal information (provided by you or created by us), including:

i) records of your advisers, including where relevant your Director of Studies, Tutorial Advisers and other nominated College personnel who provided you with personal support.

G. maintaining a record of your behaviour and in particular where there has been concerns or complaints raised about you:

We retain personal information (provided by you or by others, or created by us), including:

i) details of any investigations undertaken by the College into your conduct or behaviour (e.g. disciplinary investigations, fitness to study investigations, complaints made against you);
ii) a record, including the final outcome, of any investigation of the University into your conduct or behaviour.

The College has several complaints procedures, relating to different matters, which you are expected to familiarise yourself with and, in all cases, personal information will be managed in line with our confidentiality policy. We recognise that investigations may include information or statements of either a sensitive or disputed nature, and that such records require a high level of confidentiality. Wherever possible, we will discuss and agree with you in advance with whom and when we share this information, but reserve the right to disclose information to others in matters relating to significant risks to your health and safety or the health and safety of others.

This information is normally retained until one year after you complete your studies.

H. maintaining a record of any complaints you make to the College and their outcomes:

We retain personal information (provided by you or by others, or created by us), including:

i) details of any complaints you have made to the College and their outcomes, where these have been taken through the College complaints procedure.

This information is normally retained until three years after you complete your studies.

I. maintaining data to enable the College and the University to produce statistics and research for internal and statutory reporting purposes.

It is difficult to provide a comprehensive list, but we retain personal information (provided by you), including:

i) information relating to "equal opportunities" (e.g. nationality, ethnicity, religious and other beliefs, gender, sexuality, age) in order to fulfill legal requirements of the College or the University;

ii) information relating to known relationships with other members (past or present) of the University of Cambridge or any of the Colleges;
iii) information relating to your rights to live, work and study in the United Kingdom;
iv) any criminal record that may affect your status as a student of the University or the College;

If you have concerns or queries about any of these purposes, please contact us, or speak to the Senior Tutor.

Annex B

The College shares personal details taken from the student record on CamSIS, including student's full name, contact details (phone numbers, email addresses, postal addresses), academic course details, including start date and anticipated completion dates, date of birth, gender, citizenship, and a photograph across administrative departments within College. This includes the circulation of 'Freshers' and 'Leavers' lists when students join and leave the College at the beginning and end of the course, respectively; a grid of photographs of all new students with their name and course details; the register for undergraduate students to sign in and out at the end of each term (to prove they have kept term as per the University regulations); a list of student names for the creation of pigeon holes for student post; and a list of students resident in College accommodation for Council Tax purposes.

More detailed information, including disability details, allergies, health information, immigration status, details of students who interrupt their studies temporarily or permanently, students with partners and/or children, students with examination access arrangements, and students authorised to park their car in College, are shared within the College on a need-to-know basis.

Student details are regularly shared with academic staff involved in academic or pastoral support, such as Directors of Studies, College Contacts, Tutorial Advisers, and the Master.

Financial information (details of awards, such as scholarships, prizes, hardship funding, Cambridge bursaries, NHS bursaries, study and travel grants, language course grants, graduate research funds) are shared with departments involved in administering the awards as well as academic staff and College officers who decide what awards should be made.

Student data is also regularly circulated as part of event management, to those departments involved in administering the event; events include Congregations (and congregational lunches), graduates and supervisors dinners, matriculation dinners, writers up dinner (for graduate students coming to the end of their PhD), Commemoration of Benefactors (admission of scholars ceremony in chapel and dinner), and events organised by the Master's Office.

Student details are also shared with the student union committees, MCR and JCSU (graduate and undergraduate students, respectively), and the May Ball committee, in order to conduct their business, such as updating membership lists, organising elections and ticketing for events (such as the halfway hall dinner for second year undergraduates).

Details of students and their achievements (awards and prizes at College and University level, completed PhD thesis titles) are shared with those involved in producing the College's Annual Report. Details of students in receipt of prizes or scholarships funded by a specific alumni donation are also shared with the Development Office and the donor.

Student names and details are also included in the reserved business (agenda and minutes) of Committees (e.g. Supplementary Maintenance Committee, Educational Board, Council) who need to take decisions on such matters, including financial hardship awards, College scholarships and prizes. Committee membership is published on the College intranet and reserved business is never open to junior members (students).

Heading – bold font size 15

Subheading – bold font size 14

Body text – font size 12.

This is a sample word document using a sans serif font called Trebuchet, which most devices should have. Jesus College's preferred fonts are Garamond (serif) and Trebuchet (sans serif). Trebuchet should be used if a document is likely to be read on a screen.

The Jesus College red has a RGB value of Red 231/Green 55/Blue 67.

To make this document as accessible as possible, particularly for people with visual impairments, please follow these guidelines:

- Body text should be at least 12 point in size or have a minimum x-height of 2mm. (The x-height is the height of a lowercase 'x' in the typeface).
- Left align type to make it easier for the reader to find the starting point of the next line. Please do not justify copy as this can create uneven spaces between individual words.
- Use bold or strong colour to make a word or phrase stand out. In body text, please avoid using:
    - block capitals
    - italics
    - underlined text.
- Do not split words across two lines.
- Leave a space between paragraphs.
- Make sure there is good contrast between text and the background colour. Dark type on a white or very pale background is the most accessible. White type should only be used on a very dark background when using a medium or heavy weight font.
- Avoid using text over images. The background must always be even in tone with excellent contrast and should be digitally retouched, if necessary.

These guidelines are based on RNIB guidance, available from www.rnib.org.uk.

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This is a page 2 example. The header only appears on page 1.