

How we use your personal information

Fellows, Visiting Fellows, Associates and Affiliated Postdoctoral Members

This statement explains how Clare Hall (‘the College’, ‘we’ and ‘our’) handles and uses information we collect about our senior members (‘you’ and ‘your’). In broad terms, we use your data to manage your membership with the College.

The controller for your personal data is Clare Hall, Herschel Road, Cambridge CB3 9AJ.

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 data, is the Bursar, dpo@clarehall.cam.ac.uk

Unless otherwise stated, the legal basis for processing your personal data is that it is necessary for the performance of the membership agreement we hold with you, or for statutory purposes (e.g. processing your monthly salary, tax and pension contributions).

How your data is used by the College

Your data is used by us for a number of purposes which may include:

A. Supporting your membership of the college:

Personal data includes:

- i) * personal details, including name, contact details (phone, email, postal, both work and personal) and photograph;*
- ii) your current and any previous role descriptions;*
- iii) your current and any previous contracts of employment or conditions of membership and related correspondence;*
- iv) any occupational health assessments and medical information you have provided, and related work requirements;*
- v) * your training and development qualifications, requests and requirements.*

B. administering HR-related processes, including where necessary, investigations or reviews into your conduct or performance:

Personal data includes:

- i) records, where they exist, of any investigation or review into your conduct or performance;*
- ii) records of absences from work (including but not limited to annual leave entitlement, sickness leave, parental leave and compassionate leave)*
- iii) correspondence between you and the College, and between members and staff of the College, regarding any matters relating to your or membership and any related issues (including but not limited to changes to duties, responsibilities and benefits, your retirement, resignation or exit from the College and personal and professional references provided by the College to you or a third party at your request).*

C. maintaining an emergency contact point for you

*Personal data includes details of your preferred emergency contact, including their name, relationship to you and their contact details.**

D. monitoring equality and diversity within the College:

*Personal data includes information relating to your age, nationality, gender, religion or beliefs, sexual orientation and ethnicity.**

E. disclosing personal information about you to external organisations, as permitted or required by law.

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

Data marked with an * relate to information provided by you, or created in discussion and agreement with you. Other data and information is generated by the College or, where self-evident, provided by a third party.

We would not monitor social media sites for any personal data relating to you, unless we believed there was a legitimate interest for us to do so (e.g. monitoring compliance with an agreed plan, such as a homeworking agreement) and only if we inform you we might do this in advance. Consequently, we do not routinely screen your social media profiles but, if aspects of these are brought to our attention and give rise to concerns about your conduct, we may need to consider them.

We also operate CCTV on our sites which will capture footage.

Our CCTV policy is available to read in the Data Protection section of the Clare Hall website at www.clarehall.cam.ac.uk

For certain posts, we may use the Disclosure and Barring Services (DBS) and Disclosure Scotland to help assess your suitability for certain positions of trust. If this is the case, we will make this clear to you in separate correspondence. Certificate and status check information is only used for this specific purpose, and we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. We recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

Who we share your data with

For fellows we would normally publish (on our website and elsewhere) your name, photograph (if you have provided one), your email and College contact phone number and basic biographical information relating to your College and University posts

We share relevant personal data with our sub-contracting agents (payroll, HR, health and safety) and with relevant government agencies (e.g. HMRC, The Charities Commission). Information is not shared with other third parties without your written consent, other than your name, role and membership contact details which are made publically available. Generally, personal data is not shared outside of the European Economic Area.

We hold all information for the duration of your membership and for no more than 12 months after the cessation of your membership.

After that time, we retain a small subset of personal data for the lifetime of the College.

i)* personal details, including name and your preferred personal contact details (if we still have these);

Those marked with an * relate to information provided by you, or created in discussion and agreement with you.

We reserve the right to retain the personal data longer than the periods stated above, where it becomes apparent that there is a need to do so – for example, in the event of a major health or personal injury incident, records may need to be kept for up to forty years.

We then store in a permanent archive:

- i) your full name and title;
- ii) College affiliation(s) and the corresponding dates of membership;
- iii) records of your academic achievements, publications, and data of significance to the history of Clare Hall.

Your rights

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data 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.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Last updated: 09/06/18