

# How we use your personal information

## *Clare Hall Music Committee*

This statement explains how the Clare Hall Music Committee (“we” and “our”) handles and uses data it collects about those on its mailing list for processes relating to the operation and activities of the society.

When changes are made to this statement, we will publish the updated version to our website.

The controller for your personal data is the Clare Hall Music Committee.

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](mailto: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 Clare Hall 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](mailto:dpo@clarehall.cam.ac.uk)

The normal legal basis for holding your name and address is that we believe it is in our legitimate interests to do so, in order for the committee to run effectively and efficiently. Where we use your personal information outside the purposes listed in this statement, we will seek your explicit consent to do so in advance. You may ask us for further information on these matters at any time if you have specific concerns.

### **How your data is used by the committee**

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

1. Maintaining your details on our mailing list.
2. Maintaining data to enable the society to undertake research into its own activities and/or to manage complaints made to us.

If you have concerns or queries about any of these purposes, please contact us at [music@clarehall.cam.ac.uk](mailto:music@clarehall.cam.ac.uk)

### **How we share your personal data**

- Personal data is not shared outside the committee and its members.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with Clare Hall or a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety).

Where possible, we will notify you of our intention to share such information in advance.

### **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 used, please speak to the secretary of the Committee ([music@clare.cam.ac.uk](mailto:music@clare.cam.ac.uk))

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: 09/06/18*