

## How we use your personal information

*-- Pre-Applicants & Applicants*

This statement explains how Clare Hall (“the College”, “we” and “our”) handles and uses information we collect about our Pre-applicants and Applicants (“you” and “your”).

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

### What is ‘personal information’?

‘Personal information’ means any information which relates to or identifies you as an individual.

### Who will process my personal information?

The information provided here applies to the use, sharing and disclosure of your personal information by the University of Cambridge (<http://www.cam.ac.uk/>) and by the Cambridge Colleges (<http://map.cam.ac.uk/colleges>) as part of the admissions process. Please note that the University and each of the Colleges are separate legal entities for these purposes. The University and the individual Colleges work together closely and share the personal information you provide in your application in accordance with agreed protocols. The Colleges assessing your application may provide you with additional statements about how they will use, share and disclose your personal information as you progress through your application.

### What personal information will be processed?

For applicants to graduate degree courses:

The University and the Colleges will use the details you provide on your application form, together with the supporting documents requested and additional details provided by any referees and recorded following any interview process. If you provide any information about relevant unspent criminal convictions during the application process, we will use this information as described at <http://www.graduate.study.cam.ac.uk/graduate-admissions-policy/graduate-applicants-previous-criminal-convictions>.

For PGCE applicants:

The University and the Colleges will use the details you provide on your UCAS application and the results of your Skills Tests in Numeracy and Literacy, together with additional details provided by any referee and recorded following any interview process. We will also conduct screening checks for safeguarding purposes. For applicants to degree courses run by the Judge Business School:

The University and the Colleges will use the details you provide on your application form, together with additional details provided by any referee and recorded following any interview process. If you provide any information about relevant unspent criminal convictions during the application process, we will use this information as described at <http://www.graduate.study.cam.ac.uk/graduate-admissions-policy/graduate-applicants-previous-criminal-convictions>.

For applicants to all other courses:

The University and/or, where relevant, the Colleges, will use the details you provide on your application form, together with additional details provided by any referee and recorded following any interview process.

### **What is the purpose and legal basis of the processing?**

The University and the Colleges will process the personal information provided on your application and the other information referred to above for the purposes of identifying you, processing your application, verifying the information provided, deciding whether to offer you a place for the course you have applied for, and communicating that outcome (together with any feedback).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.
- For equal opportunities monitoring.
- To help us to make reasonable adjustments for any disability, as requested by you.
- To allow us to consider any future accommodation requirements.
- To provide statutory returns required by applicable legislation.
- For research and statistical purposes, but no information which could identify you will be published.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application to study with us), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. admissions research). We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Admissions decisions are not automated.

### **Who will my personal information be shared with?**

As well as circulating your application and related materials to the appropriate staff at the University and the Colleges, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Where relevant and as required and/or notified to you, your school/college or training organisation.
- Your examination boards or awarding bodies.
- Your student support assessment body.
- Your funders and/or potential funders (including, as relevant, the Student Loans Company, the Gates Cambridge Trust and the Cambridge Commonwealth, European and International Trust).
- In the case of international applicants, the British Council or appropriate agencies.
- Where relevant and as required, UK Visas and Immigration in order to act as your sponsor for visa purposes.
- Where relevant and as required, governmental bodies including local authorities, the Home Office, and the Department for Work and Pensions and its agencies.
- Other Higher Education organisations, in order to assist with tracking and research into access to Higher Education.
- Companies or organisations providing specific services to, or on behalf of, the University and/or one or more Colleges.

### **How is my personal information used if I am accepted?**

If you are accepted, we will use your personal information for the purposes described at <https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data> and on the website of the College admitting you, as amended from time to time. Further information about this will be provided in your offer of admission.

If you are accepted, the University will also return data about you to the Higher Education Statistics Agency (as described on HESA's website at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>) and other external agencies and funding bodies, as required.

### **How can I access my personal information?**

You have the right to access the personal information that is held about you by the University or a College. Further details are set out on the University's data protection webpages at <https://www.information-compliance.admin.cam.ac.uk/data-protection/subject-access-request>.

You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

### **How long is my information kept?**

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your student record for the duration of your studies (and it may be used as part of our assessment of any future application you make for further studies at Cambridge). If you are unsuccessful, your information will be normally kept for at least one year after the completion of the application process. Information about how long different types of information are retained by the University is published at <https://www.information-compliance.admin.cam.ac.uk/records-management>.

### **Who can I contact?**

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please consult the University's data protection webpages at <https://www.information-compliance.admin.cam.ac.uk/data-protection>. If you need further assistance, please contact the University's data protection team ([data.protection@admin.cam.ac.uk](mailto:data.protection@admin.cam.ac.uk)), its Data Protection Officer ([dpo@admin.cam.ac.uk](mailto:dpo@admin.cam.ac.uk)), or your prospective College as appropriate.

If you are not happy 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/>).