



CLARE HALL CAMBRIDGE

## Data Protection Statement – Clare Hall Development Office

The statement explains how Clare Hall (“we” and “our”) handles and uses data we collect about our Life Members, Fellows, Emeritus Fellows and our past, current and future supporters and those who have requested to be on our mailing lists (“you” and “your”). In broad terms, we use your data to keep in touch with you as a Life Member and supporter of Clare Hall, in order to keep you apprised of our activities and developments, to provide services to you and to identify ways in which you can support us through donations and/or other forms of financial and non-financial support.

### *How your data is used by Clare Hall Development Office*

Your data is used by us for a number of interdependent purposes, including relations with Life Members and supporters, communications and fundraising. These include:

- Publications
- Surveys
- Appeals and requests for donations, including assessments of your ability to donate, and research on when and whether particular fundraising appeals may be of interest to you
- The promotion of Life Member and other College events, and
- The promotion of other services open to our members

Communications may be sent by post, telephone and electronic means, depending on the contact details we hold and the preferences expressed by you about the type of communications you wish to receive.

In order to facilitate Life Member events and promotion of services, other departments of Clare Hall may access your college education records and your contact details.

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

### *What data is held by Clare Hall*

Most records contain:

- Details of your school, College and University education
- Unique personal identifiers (e.g. student number, CRSid, date of birth) and
- Your contact details

Where provided by you, or provided by the University or obtained from public sources, we may also record:

- Your attendance at Clare Hall or University events,
- Other contacts with us or the University since graduation
- Your key relationships with other Life Members, alumni or supporters of Clare Hall and/or the University and other colleges within Cambridge
- Your career highlights and other achievements
- Financial information relating to you and any of your key relationships (including but not necessarily limited to income, philanthropy and other giving)
- Donations made by you to either Clare Hall and/or the University and other colleges
- Information about your areas of personal interest
- Your online profile photograph
- Your ability to donate based on publicly available data
- Personal data provided by you for a specific purpose or purposes (for example disability, catering preferences or lifestyle status for event management), and
- Your communication preferences

Where data is included from sources external to the University and Clare Hall, we only use data from our partners (as outlined below) or other reputable public sources. We may use automated or manual analyses to link data together to help us identify your potential for supporting us and/or the University.

### *When Clare Hall shares your data with others*

We work closely with the University as a result of our shared interest in having a coordinated approach to alumni and supporters. We have a separate database from the University, but we also have access to the University's database: in addition, we maintain other electronic and paper records. Any transmission of data to and from the University is managed through agreed processes which comply with UK data protection legislation. The University has its own data protection statement and procedures, please see: <https://www.alumni.cam.ac.uk/data-protection>

Depending on constraints set by you, and which may change at any time, we may share any of the above categories with the University.

In addition, we may share data on a considered and confidential basis, where appropriate, with:

- Cambridge in America (the University's affiliate alumni office in the USA)
- Third party research agencies in order to enable them to provide us with data in the public domain about Life Members and supporters
- Selected companies who provide Clare Hall branded or Clare Hall endorsed products and services
- Volunteer partners closely related to us (e.g. Clare Hall members, development board members, alumni group representatives), and
- Contractors providing services to you on our behalf or services to us (our "data processors"), including but not limited to Blackbaud software company, SendinBlue electronic mailing service provider, Spatial mailing house and Buffalo Fundraising Consultants

We employ consultants to guide us in appropriate fundraising best practice, and advise us on donation amounts for fundraising appeals. Consultants would be provided with the above categories of data in order to ascertain an individual's ability to donate. All third parties are asked to sign confidentiality agreements with us.

We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

We also facilitate communications between individual Life Members (and/or alumni of the University) but in doing so we do not release personal contact details without prior permission.

Any transfer of your data overseas or to international organisations, as set out above, is protected either by an adequacy decision by the European Commission or by standard data protection clauses adopted by the European Commission (which are available from our Data Protection Officer) or, before 25 May 2018, by a self-assessment of adequacy.

### *Your rights*

The legal basis for processing your personal data is your consent, where you have provided this, and otherwise our legitimate interest. You have the right to withdraw your consent at any time by contacting [dpo@clarehall.cam.ac.uk](mailto:dpo@clarehall.cam.ac.uk) or call +44 1223 761247. There is no statutory or contractual requirement for you to provide us with any personal data.

In addition to the rights outlined above, you have the right to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your data electronically to a third party (data portability).

We will retain your data indefinitely or until you request us to do so otherwise. We will always maintain, for archive purposes, a historical record of name, matriculation year or year of entering the college, and subject even if we are asked to delete all contact details.

We will publish on our web site any changes we make to this data protection statement and notify you by other communications channels when appropriate.

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns>

### *Questions and further statutory information*

The controller for your personal data is Clare Hall, and can be contacted at [dpo@clarehall.cam.ac.uk](mailto:dpo@clarehall.cam.ac.uk)

The Clare Hall Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data. At Clare Hall this duty sits with the Bursar, who can be contacted at [dpo@clarehall.cam.ac.uk](mailto:dpo@clarehall.cam.ac.uk).

Please contact us if you have any concerns or questions about the above information. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with your specific request.

Where you opt out of all future communications or exercise your right to erasure, we will continue to maintain a core set of personal data (name, subject(s), matriculation and graduation details, unique University identification number and date of birth) to ensure we do not contact you inadvertently in the future, while still maintaining our records of your academic achievements. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).

If you have any concerns about your personal data held by the University, you will need to contact the University Alumni Office separately.