

## **St. John's College, Durham**

### ***Privacy Notice – Student Applicants/Potential Applicants***

#### **Part 1: Generic Privacy Notice Information**

St John's College, Durham (henceforth 'the College'), of which Cranmer Hall is a constituent part, has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in a number of ways, one of which is the publication of privacy notices. Organisations variously call them a privacy statement, a fair processing notice or a privacy policy.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. The College will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts – a generic part (i.e. common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

#### **Data Controller**

The Data Controller is the College. If you would like more information about how the College uses your personal data, please see the College's Data Protection Policy or contact the data management team on: [johns.data@durham.ac.uk](mailto:johns.data@durham.ac.uk)

The data management team also coordinates the response to individuals asserting their rights under the legislation.

#### **Data Protection Officer**

The Data Protection Officer is responsible for advising the College on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the College is processing your personal data, please contact the Data Protection Officer:

Chris Courtman, email: [johns.data@durham.ac.uk](mailto:johns.data@durham.ac.uk)

#### **Your rights in relation to your personal data**

##### **Privacy notices and/or consent**

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

### **Accessing your personal data**

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access.

### **Right to rectification**

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

### **Right to erasure**

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

### **Right to restriction of processing**

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

## **Retention**

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the College's *Records Retention Schedule*.

## **Making a complaint**

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Website: [Information Commissioner's Office](#)

## **Part 2: Tailored Privacy Notice for Prospective Students**

### **Student Applicants / Potential Applicants: Type(s) of personal data collected and held by the University and method of collection**

We will collect personal details such as: name, address, qualifications and support needs. For equality monitoring purposes, we will also ask for Special Category Data such as gender, religion, race and disability.

Personal data is collected from the application, open day booking form and/or any enquiry forms you submit to us as well as face-to-face, email or telephone contact you make with the College and its representatives.

We also receive information sent to us by UCAS. For further information regarding this, please visit the UCAS website at [www.ucas.com](http://www.ucas.com).

In addition, we receive information sent to us by Durham University through:

- Durham University's eCommerce & Events Management portal.
- Event Durham
- College & Common Rooms
- Post Offer Visit Days

This personal data may contain 'special category' data as described in the General Data Protection Regulation (GDPR). Such special categories may include information about your physical health (including allergies and intolerances), disability, and religion-related requirements (e.g. Halal, Kosher etc.).

### **Student Applicants / Potential Applicants: Lawful basis**

Personal data will only be processed when the law permits this to happen. Most commonly personal data will be processed in the following circumstances:

- Where you have given us your consent
- In order to fulfil our obligations to you as part of the admissions process
- Where we need to comply with a legal obligation
- To protect your vital interests or those of another person (for example, in the case of a medical emergency)
- In order to perform a task carried out in the public interest

### **Student Applicants / Potential Applicants: How personal data is stored**

The information will be stored in a variety of places including on our customer relationship management (CRM) system, Banner student records system, our a digital filing system and within email systems. Access to these systems is restricted to authorised personnel only and all admissions staff receive regular training to ensure that your data is handled appropriately and legally.

In addition, where telephone calls are made to us during the application process, we may record these for accuracy, dispute resolution and staff training purposes. You will be made aware of this, and calls will be retained for 30 days before automatic deletion.

### **Student Applicants / Potential Applicants: How personal data is processed**

Information provided to us will be used to support you in considering and making an application to St John's College or Durham University and to enable the College to consider your application for entry to our programmes. Once admitted, your admissions record will be used to create your student record. We collect statistical admissions data for the purposes of identifying trends, forecasting and monitor progress.

### **Student Applicants / Potential Applicants: Who the University shares data with**

Information is shared with relevant parties within the College and Durham University for the purposes outlined above. In addition, specific data may be shared with the following for the purposes specified:

- UKVI – if you require a visa to study in the UK, the University will supply required information to the Home Office in order to provide you with a Confirmation of Acceptance of Study (CAS) number. This number is required as part of the visa application process.
- UCAS – if you apply to Durham University or St John's College through UCAS, the University or College will notify you of its decisions through the UCAS portal UCAS Track. In order to do this, information relating to your application will be shared in accordance with their requirements and published privacy notice (please see [www.ucas.com](http://www.ucas.com)).
- Scholarships/funders – If you are applying for or have been awarded a student loan or scholarship, we may share information with your funding body, with your consent, in order to facilitate the payment of these funds.
- Approved International Agents – if you register an interest with the University as an enquirer outside of the UK, we may pass your details to one of the University's

approved agencies, who may contact you to ask if you would like their assistance with your application. You are under no obligation to employ them to work on your behalf.

### **Student Applicants / Potential Applicants: How long personal data is held by the University**

The College has a Records Retention Schedule that specifies how long data will be held for.

### **Student Applicants / Potential Applicants: Visitors to our websites/webpages**

When someone visits [St John's College - Durham University](#) or [Cranmer Hall Durham | A vibrant, diverse evangelical Christian community](#) a third-party service, Google Analytics, is used to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

### **Student Applicants/Potential Applicants: Use of cookies**

A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie. Cookies allow websites to remember user preferences, choices and selections, such as what's in your shopping basket. The College and Durham University also make use of the Google Analytics service to understand how you navigate around the website site.

The College and Durham University do not use cookies to collect personal information about you.

For more information about the use of cookies on Durham University's website, or to set your cookie usage preference, please see [Cookie Notice](#).

### **Student Applicants/Potential Applicants: Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy notices on the other websites you visit

### **Student Applicants/Potential Applicants: Changes to this privacy notice**

We regularly review our privacy information to ensure that it remains accurate and current. We will review and update this privacy information whenever we plan to use personal data for any new purpose. Any changes to this privacy information will be communicated to you.

### **Student Applicants/Potential Applicants: Further information**

If you have any questions which you feel have not been covered by this Privacy Notice, please email us or write to:

Data Protection Officer, St John's College, 3 South Bailey, Durham, DH1 3RJ

Email: [johns.data@durham.ac.uk](mailto:johns.data@durham.ac.uk)