



## **ST CHAD'S COLLEGE, DURHAM**

### **GOVERNORS, FELLOWS, TUTORS & SCR MEMBERS - PRIVACY NOTICE**

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St Chad's College is committed to protecting your personal information. St Chad's is a recognised College of Durham University and has a Data Sharing Agreement with the University. St Chad's College follows the data protection, records management and information security policies of Durham University. (See: <https://www.dur.ac.uk/ig/>)

We collect and use personal information about employees and applicants so that we can fulfil our obligations as an employer. Most of the information stored will have been obtained directly from you; some of the data may have been obtained from publicly available sources. All data are held securely and in accordance with the Data Protection Act 1998, the General Data Protection Regulation, and the Data Protection Act 2018.

#### **Data Controller**

The Data Controller is St Chad's College. If you would like more information about how the College uses your personal data, please see the College's Official Documents webpage – <https://www.stchads.ac.uk/about/documents/> or contact:

Ashley Wilson - Data Protection Manager  
St Chad's College, 18 North Bailey, Durham, DH1 3RH  
Telephone: (0191 33) 43362  
E-mail: [ashley.wilson@durham.ac.uk](mailto:ashley.wilson@durham.ac.uk)

#### **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:

Jennifer Sewel  
University Secretary  
Telephone: (0191 33) 46144  
E-mail: [jennifer.sewel@durham.ac.uk](mailto:jennifer.sewel@durham.ac.uk)

## **Types of personal data collected and held by St Chad's College and method of collection**

We hold data that has been provided by you and data created by us as part of your record as a member of the Senior Common Room. The data we hold includes:

- Your name and title;
- Your home address, email address and telephone numbers;
- Your bank account name, number and sort code if you make donations by standing order;

## **How personal data is stored by St Chad's College**

Electronic information is stored in a proprietary database with access limited to College Officers, SCR executive committee members, and academic administrators.

All St Chad's College employees that are given access to personal data receive mandatory Data Protection training and have a contractual responsibility to maintain confidentiality.

## **How personal data is processed by St Chad's College**

Personal data is processed by St Chad's College to:

- Manage our relationship with you
- Manage SCR subscriptions and battels payments
- Manage the College Tutorial system

## **Who St Chad's College shares personal data with**

Personal data of SCR members is not shared with third party organisations. Alumni data is shared with the University – see separate Privacy Notice for Alumni.

## **How long personal data is held by St Chad's College**

The College maintains records for the duration of your relationship with the College.

## **How to object to St Chad's College processing your personal data**

You have various rights in relation to your personal information, including:

The right to request access to your personal information

To right to correct any mistakes on our records

To right to erase or restrict records where they are no longer required

You have the right to object to the College processing your personal data for any or all of the purposes set out in this Privacy Notice; you may do so at any time. To exercise this right, please email [ashley.wilson@durham.ac.uk](mailto:ashley.wilson@durham.ac.uk) giving clear details of the processing activities and/or types of personal data to which your objection applies (see sections above for descriptions).

## **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 22 May 2018.

### **Further Information**

If you have any questions which you feel have not been covered by this Privacy Notice, please do not hesitate to email us or write to our data protection manager (details above).

### **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: <https://ico.org.uk/>