

## **PRIVACY NOTICE**

### **Retail Customers of the College: How personal data is stored**

Data is held in proprietary databases with access limited to those members of College Staff required to deliver merchandise or tickets

### **Retail Customers of the College: How personal data is processed**

Your data will be processed in line with the delivery of your merchandise or tickets, to collect feedback from your merchandise or tickets or to request details for future merchandise or tickets

### **Retail Customers of the College: Type(s) of personal data collected and held and method of collection**

Retail Office will collect and store data required to deliver your merchandise or ticket enquiry or purchase. This will include your Contact Details (name, address, telephone number, email address). It will also include the contact details (name, address, telephone number, email address) for any other recipient of merchandise or tickets you advise Retail Office staff. Retail Office will also collect and store other personal information required to deliver the correct merchandise or tickets (e.g. clothing size). This information will be collected by telephone, email, letter, paper form, online form or face to face discussion.

### **Retail Customers of the College: Lawful Basis**

When processing your personal data, the University relies on Legitimate Interests to allow delivery of the merchandise, tickets and services requested by your order or enquiry.

### **Retail Customers of the College: Who the University shares personal data with**

The College will share your information with Durham University staff required to deliver merchandise or tickets. Retail Office will also share your information where necessary with third party contractors working at Durham University providing merchandise or tickets service.

### **Retail Customers of the College: How long personal data is held**

The University keeps personal data for as long as it is needed for the purpose for which it was originally collected. Time periods are set out in the University [Records Retention Schedule](#).

**Retail Customers of the College: How to object to the processing of your**

**personal data** 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  
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