



# St Chad's College

## Durham

## Privacy Notice for Students

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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/>

### 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 –

Dr Victoria Brown, Vice Principal and Data Protection Officer Telephone:  
(0191 33) 43345  
E-mail: [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk)

### The Data we Collect

The relationship between St Chad's College and Durham University is governed by a Memorandum of Understanding – see: <https://www.stchads.ac.uk/about/documents/>.

St Chad's College has a data sharing agreement with Durham University and has access to data relating to St Chad's registered students collected by the University. We routinely share personal

data for purposes of departmental administration, and academic progress and attendance monitoring (including all information held on the University's academic database - *Banner*); and we may share special category data (sensitive personal data) in relation to concessions, appeals, Self-Certification of Absence forms, Serious Adverse Circumstances forms, and complaints, and for the purpose of implementing published University policies on Discipline, Mental Health, Sexual Violence and Misconduct, Disability, Fitness to Study and other policies which may be introduced from time to time.

You should refer to the University's information governance webpages for further information: <https://www.dur.ac.uk/ig/>.

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

### **Personal & contact Data**

- Name, DOB, gender, Home & Term Time Address , Mobile number, Email addresses, Tutor information.
- DOB, Gender, nationality
- Admissions Data
- Academic Data
- Accommodation data
- Financial data – related to payment of accounts and scholarship/funding applications
- Photos
- References

### **Welfare support information**

- Emergency contact data
- Meeting notes from College staff or tutors
- Health data relating to appeals, concessions, SAC, sickness absences – from NHS, counselling
- Health data relating to allergies & emergency treatments (e.g. epipen)
- Medical registration data
- Disabilities
- Mental Health policy

### **Data relating to discipline or official procedures**

- Data relating to convictions/police enquiries
- SVM policy
- A student involved in serious misconduct on licenced premises may have their details passed to a Pubwatch Scheme.

### **“Community” data**

- Registration for events, room share questionnaire, etc.
- Post
- Maintenance requests
- Job applications (college work)
- JCR & MCR membership information
- Attendance at meetings

## **Communications**

- Email correspondence – relating to any of the above
- Records of your contact with us

Personal data are normally initially provided to the College/University by a prospective student on a UCAS or Postgraduate application form. For successful applicants, the University will add further data at registration and then during the course of the student's education in line with the business purposes specified in its data protection notification. After graduation/termination of studies, some data are passed to the Alumni function for approved purposes and then the records are retained and disposed of in line with the University's Records Retention Schedule. The personal data of unsuccessful applicants are also retained and disposed of in line with the University's Records Retention Schedule.

The College and University hold special category data (e.g. ethnicity, physical or mental health or disability) for the provision of student support services to individuals and for equal opportunities monitoring and statutory reporting.

Information on a student's health or disability may be required prior to admission to certain programmes of study, for purposes linked with academic progress and examinations, and in relation to provision of accommodation. Information on a student's health may also be required by the University when a student undertakes fieldwork, such as for health and safety or insurance purposes.

Further information may also be required when the student seeks work with the College/University in a paid or unpaid capacity.

## **How personal data is stored by the College**

Electronic information is stored in a proprietary database with access limited to College Officers and academic administrators or those with legitimate interest to view the data. Room numbers (and emergency health information – e.g. allergies) may be made available to housekeeping and catering staff to enable them to deliver an appropriate service, and for your safety.

Paper records are kept online and are secured in accordance with Durham University's Computing and Information Services password protection. Limited information is held in locked filing cabinets in the Academic Office, access to both data formats is again limited to College Officers and academic administrators.

## **How personal data is processed by the College**

Personal data is processed by St Chad's College for the purposes of:

- Providing student support services, such as counselling or careers advice or services for students with disabilities;
- Room allocation;
- Providing facilities, such as the IT service and Library service;
- Contacting students electronically, such as by text messaging, to forward high priority or emergency information;
- Administering finance, such as payment of fees;
- Administering tenancies of College-owned properties;
- Monitoring equal opportunities;

- Preventing and detecting crime, such as using CCTV or attaching photos to ID cards. A student involved in serious misconduct in a licenced premises may have their details passed to a Pubwatch Scheme;
- Maintaining contact with alumni and past employees;
- Fundraising and marketing (including postal appeals to friends and family of students);
- Processing student academic appeals and student discipline cases;
- Direct mailing of or about (i) student benefits and opportunities offered by or through the College/University and (ii) College/University activities and events organised for students;
- Host mailing of services or career opportunities of direct relevance to student interests;
- Personal data released to professional and industrial bodies wishing to communicate with students about career opportunities and membership of their body;
- Implementing published University policies – e.g. mental health policy, sexual violence and misconduct policy;
- Administering membership (or associate membership) of College common rooms (JCR/MCR/SCR).

The University routinely logs information about use of IT facilities for statistical purposes and to ensure effective systems operations. The University may also monitor electronic communications to ensure that they are being used in accordance with the University's Policy and Regulations for the Use of University IT Facilities and, specifically, to prevent or detect crime. All activities comply with data protection and privacy legislation and the Regulations of Investigatory Powers Act (RIPA) 2000.

Personal data are normally initially provided to the University by a prospective student on a UCAS or Postgraduate application form. For successful applicants, the University will add further data at registration and then during the course of the student's education in line with the business purposes specified in its data protection notification. After graduation/termination of studies, some data are passed to the Alumni function for approved purposes and then the records are retained and disposed of in line with the University's Records Retention Schedule. The personal data of unsuccessful applicants are also retained and disposed of in line with the University's Records Retention Schedule.

Student personal data and special category data held for the purposes of student support is passed between the College and sections of the University only for the purposes of support, as necessary and proportionate to the intended purposes, and in line with our obligations under the Equality Act 2010. Special category data used for monitoring or reporting purposes will be anonymised where possible.

Student personal data (not including special category data) may be processed for academic research purposes (i.e. where there is only benefit to the researcher alone or the researcher and University combined) on the basis that the results of the research will not lead to decision-making about an individual or groups of individuals. Where a researcher wishes to use sensitive personal data, such as ethnicity or health, explicit consent will be sought beforehand from the individuals concerned.

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

We routinely share information with Durham University (see above), and where necessary with University support services: Disability service, Counselling service, Scholarships, Student Funding

and Student Immigration Office. We may also share information with the police (to aid the investigation of crime), the UK Border Agency, NHS mental health support services and GPs.

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

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. The College has adopted the University Records Retention Schedule where most of these time periods are set out.

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

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

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. You can find out more about this right on the Information Commissioner's Office webpages: <https://ico.org.uk/for-the-public/>.

### **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.

## Changes to this privacy notice

We keep our privacy notice under annual review.

## 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 Officer (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). See: <https://ico.org.uk/for-the-public/raising-concerns/>

## Visitors to our websites/webpages

The College website uses Google Analytics to help analyse how visitors use the site. Google Analytics uses "cookies", which are small text files placed on your computer, to collect standard internet log information and visitor behaviour information in an **anonymous** form - no personally identifiable information is collected about you *unless* you explicitly submit that information on the website. The anonymous information generated by Google Analytics cookies about your use of this website is transmitted to Google and is retained for 26 months. This information is processed to compile statistical reports on website activity for this site only. We use these reports

to evaluate aggregate visitor usage so that we can optimise the content, to better meet your needs.

For further information about how Google Analytics uses cookies and IP address data, see: <http://www.google.com/intl/en/analytics/privacyoverview.html>

### **Use of cookies by St Chad's College website:**

Please see the website's cookie policy:  
<https://www.stchads.ac.uk/about/documents/>

### **Links to other websites:**

If you follow links from the College website to other websites, then you should ensure that you read the privacy statements on those sites.

### **Changes to this privacy notice:**

This Privacy Notice will be reviewed annually.

### **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 Officer (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/>



# St Chad's College

## Durham

## Privacy Notice for Staff

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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/>

### 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 –

Dr Victoria Brown, Vice Principal and Data Protection Officer Telephone:  
(0191 33) 43345

E-mail: [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk)

### The Data we Collect

The relationship between St Chad's College and Durham University is governed by a Memorandum of Understanding – see: <https://www.stchads.ac.uk/about/documents/>.



## **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 employment record. The data we hold includes:

- Your name, title, gender preference, nationality and date of birth;
- Your home address, email address and telephone numbers;
- Your next of kin in the event of an emergency;
- Your CV including prior qualifications and work experience;
- Evidence of your right to work including a copy of your passport;
- References;
- Your Annual Staff Review (retained by your line manager);
- Documents relating to HR issues such as disciplinary and grievance documents;
- Income tax and personal pension plan details;
- Your bank account name, number and sort code so that we can pay you by BACS;
- Medical history and details of any referral to occupational health. We recognise that information about health is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information;
- In line with the College's Safeguarding policy we may need to undertake a check with the Disclosure and Barring Service (DBS) for any criminal record;

St Chad's College may hold personal data relating to both employees' and new applicants' career history:

- Your employment status (e.g. part-time, full-time, retired);
- Your current job title and work email address;
- Your previous role(s) and job title;
- Your current and past employers, name, address and telephone number;
- The dates that you have been employed in any particular role;
- Your photograph;
- Your grade and salary;
- Your application and records from the selection and interview process.

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

Personal data of employees and applicants is stored in paper personnel files kept in a central store in the College in locked filing cabinets in locked offices. Some data is kept online for the purpose of payroll. Access to personal data is restricted to those members of staff who have a legitimate interest to access information in order to administer your appointment and contract of employment. Access is controlled through password protection and user security profiles. 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:

- Fulfil our obligations as an employer;
- To comply with any applicable legal or regulatory obligations.

When processing your personal data, the College relies on legitimate interests in order to fulfil its obligations as a College and employer.

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

Personal data is shared with third party organisations in a limited number of instances. We share your information with your pension plan.

The College shares information with HMRC for the purpose of fulfilling your income tax and National Insurance obligations.

Information may be used to provide statistics to third party HR consultants to obtain advice on staffing policy, regrading and appeals. Our partners are subject to contractual agreements which help to ensure compliance with Data Protection legislation.

We may also share information with other organisations including insurers, public bodies and the police for fraud prevention and detection purposes.

When St Chad's College shares personal data as detailed above we ensure that security is maintained, using tools such as encryption. Personal data is NEVER sold on to third parties.

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

The College maintains records for the duration of your relationship with the College (as an applicant or employee) in line with statutory requirements. We keep files for 6 years following termination of employment. Application records for unsuccessful; applicants are retained for 3 months following the appointment.

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

### **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 [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@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).

### **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. You can find out more about this right on the Information Commissioner's Office webpages: <https://ico.org.uk/for-the-public/>.

## **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.

## **Changes to this privacy notice**

We keep our privacy notice under annual review.

## **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 Officer (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/>



# St Chad's College

## Durham

## Privacy Notice for Governors, Fellows, Tutors & SCR Members

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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 Governors, Fellows, Tutors and SCR Members so that we can fulfil our obligations as a College. 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/>

### 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 –

Dr Victoria Brown, Vice Principal and Data Protection Officer Telephone:

(0191 33) 43345

E-mail: [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk)

### The Data we Collect

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## **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.

When processing your personal data, the College relies on legitimate interests in order to fulfil its obligations as a College.

## **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.

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

### **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 [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@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).

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## **Changes to this privacy notice**

Our Privacy Notice is reviewed annually.

## **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 Officer (details above).

## **Making a complaint**

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Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Website: <https://ico.org.uk/>





# St Chad's College

## Durham

# Privacy Notice for Individuals Captured on CCTV

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## **The Data we Collect**

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

The relationship between St Chad's College and Durham University is governed by a Memorandum of Understanding – see: <https://www.stchads.ac.uk/about/documents/>.

St Chad's College has a network closed circuit television system. Cameras are located in various internal areas of the College buildings at 18 North Bailey, Durham, DH1 3RH. Those cameras that are recording collect images of students, staff and visitors. The images are securely stored on the College's hard drive system.

You should refer to the University's information governance webpages for further information: <https://www.dur.ac.uk/ig/>.

### **How personal data is stored by the College**

CCTV data is securely stored on College hard drives and is only accessed in accordance with the College's CCTV Policy and guidance published by the Information Commissioner's Office, which can be accessed at;

[CCTV and video surveillance | ICO](#)

### **How personal data is processed by the College**

When processing your personal data the University relies on Legitimate Interests as the legal basis for the reasons specified below:

- Community safety;
- Crime detection and reduction;
- Implementing University regulations, policies and procedures.

In the event of an incident of crime or suspected crime, an infringement of the College's (or Durham University's) regulations, policies or procedures or the requirement to investigate an incident, then specific areas of data may be searched and retained. Access to that data is regulated in accordance with the College's CCTV Policy.

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

Applications for access to CCTV data will be given consideration on an individual basis (see also the College's CCTV Policy – Personal Access Requests). Applications must be made in writing to the Finance and Operations Director and will be considered in line with Data Protection Legislation.

Schedule 2 of the Data Protection Act 2018 entitles the Police or similar agency, Local Authority and government departments to make application to access personal data for the purposes of:

- The prevention or detection of crime and
- The apprehension or prosecution of offenders.

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

Data is routinely stored for a maximum of 30 days. In the event of data being required for storage longer than that 30 days, it will be reviewed every three months to ensure that images are retained for no longer than required.

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

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

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. You can find out more about this right on the Information Commissioner's Office webpages: <https://ico.org.uk/for-the-public/>.

### **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.

## Changes to this privacy notice

We keep our privacy notice under annual review.

## 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 Officer (details above).

## Visitors to our websites/webpages

The College website uses Google Analytics to help analyse how visitors use the site. Google Analytics uses “cookies”, which are small text files placed on your computer, to collect standard internet log information and visitor behaviour information in an **anonymous** form - no personally identifiable information is collected about you *unless* you explicitly submit that information on the website. The anonymous information generated by Google Analytics cookies about your use of this website is transmitted to Google and is retained for 26 months. This information is processed to compile statistical reports on website activity for this site only. We use these reports to evaluate aggregate visitor usage so that we can optimise the content, to better meet your needs.

For further information about how Google Analytics uses cookies and IP address data, see: <http://www.google.com/intl/en/analytics/privacyoverview.html>

## **Use of cookies by St Chad's College website**

Please see the website's cookie policy:

<https://www.stchads.ac.uk/about/documents/>

## **Links to other websites**

If you follow links from the College website to other websites, then you should ensure that you read the privacy statements on those sites.

## **Changes to this privacy notice**

This Privacy Notice will be reviewed annually.

## **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 Officer (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/>



# St Chad's College

## Durham

## Privacy Notice for Retail Customers

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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/>).

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/>

### 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 –

Dr Victoria Brown, Vice Principal and Data Protection Officer Telephone:  
(0191 33) 43345  
E-mail: [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk)

### How personal data is stored

Data is held in proprietary databases with access limited to those members of College Staff required to deliver products or services.

### How personal data is processed

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

## **Type(s) of personal data collected and held and method of collection**

St Chad's College will collect and store data required to deliver your product or service 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 products or services you advise St Chad's College staff. St Chad's College will also collect and store other personal information required to deliver the correct products or services. This information will be collected by telephone, email, letter, paper form, online form or face to face discussion.

## **Lawful Basis**

When processing your personal data, the College relies on legitimate Interests to allow delivery of products or services.

## **Who the College shares personal data with**

The College will share your information with Durham University staff required to deliver products or services. The College will also share your information where necessary with third party contractors working at Durham University providing products or services.

## **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. You can find out more about this by emailing [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk).

### **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.

## Visitors to our websites/webpages

When someone visits [www.durham.ac.uk](http://www.durham.ac.uk) we use a third party service, Google Analytics, 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.

## 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. St Chad's College will also make use of the Google Analytics service to understand how you navigate around our site.



St Chad's College does not use cookies to collect personal information about 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 University Records Retention Schedule.

## **How to object to the processing of your personal data**

Please contact [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk) or 0191 33 43345.

## **Changes to this privacy notice**

We keep our privacy notice under annual review.

## **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 Officer (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/>



# St Chad's College

## Durham

## Privacy Notice for Suppliers

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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/>).

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/>

### 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 –

Dr Victoria Brown, Vice Principal and Data Protection Officer Telephone:  
(0191 33) 43345  
E-mail: [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk)

### How personal data is stored

Data is held in proprietary databases with access limited to those members of College Staff required to deliver products or services.

### How personal data is processed

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

## **Type(s) of personal data collected and held and method of collection**

St Chad's College will collect and store data required to deliver your product or service 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 products or services you provide. St Chad's College will also collect and store other personal information required to deliver the correct products or services. This information will be collected by telephone, email, letter, paper form, online form or face to face discussion.

## **Lawful Basis**

When processing your personal data, the College relies on legitimate Interests to allow delivery of products or services.

## **Who the College shares personal data with**

The College will share your information with Durham University staff required to deliver products or services. The College will also share your information where necessary with third party contractors working at Durham University providing products or services.

## **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. You can find out more about this by emailing [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk).

### **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.

## Visitors to our websites/webpages

When someone visits [www.durham.ac.uk](http://www.durham.ac.uk) we use a third party service, Google Analytics, 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.

## 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. St Chad's College will also make use of the Google Analytics service to understand how you navigate around our site.

St Chad's College does not use cookies to collect personal information about 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 University Records Retention Schedule.

## **How to object to the processing of your personal data**

Please contact [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk) or 0191 33 43345.

## **Changes to this privacy notice**

We keep our privacy notice under annual review.

## **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 Officer (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/>



# St Chad's College

## Durham

## Privacy Notice for Alumni

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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/>

### 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 –

Dr Victoria Brown, Vice Principal and Data Protection Officer Telephone: (0191 33) 43345  
E-mail: [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk)

### Retention

A link to the Durham University Records Retention Policy can be found in the 'Official Documents' section of the St Chad's College website.

### 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. You can find out more about this right on Durham University's Subject Access Requests webpage: <https://www.dur.ac.uk/ig/dp/sar>

## **Right to rectification**

If you believe that personal data the College holds 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 are inaccurate and you want us to restrict processing until we determine whether they are 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 them but you need them 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.

## **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/>

## **PART 2 – TAILORED PRIVACY NOTICE**

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the College for the particular purpose(s) stated below.

### **Alumni Relations and Fundraising**

St Chad's College's Development and Alumni Relations Office supports a global community of stakeholders (students, alumni, parents, donors, mentors, employers, researchers, policy-makers, and advocates) related to the research, engagement and outreach activities pursued by St Chad's College. In order to deliver all of the related products, services and opportunities in a bespoke manner and to ensure each individual and constituency receives relevant information, the College processes personal data of stakeholders. This helps to ensure that they are getting the best contact available from the College for their purposes. This also helps the College, where appropriate, to ask for support.

Type(s) of personal data collected and held by the St Chad's College Development and Alumni Relations Office and method of collection:

If you are a student/graduate, some of the personal data that the College holds about you is transferred from your student record to the University's alumni database, Raiser's Edge and the College's database, AlmaBase. This personal data will have been collected from you as part of your studies application process or provided by you via updates to your department or by the College during your time as a student and will include:



- Your name, title, gender preference, nationality and date of birth;
- Your home or parental address, email address and telephone numbers;
- Your former school and/or university;
- Your familial relationships (parents, grandparents and siblings);
- UCAS Number.
- Some of the personal data held about you has been created by the College or University as part of your education record, namely:
  - Mode of study (e.g. full-time, part-time, distance learning);
  - Academic department and programme of study;
  - Start, end and graduation dates;
  - Reason for leaving, type and classification of degree;
  - The college you attended and your membership of a Junior or Middle Common Room (JCR/MCR)/clubs/societies/sporting teams.

Some of the personal data held about you is provided by you during your transactions with us or authorised alumni volunteers (contact details updates, website activity, event registration and attendance, volunteer activity or making/soliciting a donation), namely:

- Your bank account number, name and sort code (used for processing Direct Debits);
- Gift amount, purpose, date and method of payment including cheque numbers or payment references. At no point do we store payment card details if you donate, or pay for an event, using a payment card;
- Tax status and Gift Aid Declaration information;
- Your spouse/partner's name and whether they are also a Durham alumna/nus;
- Updates to your contact details;
- Children's names, gender and year of birth;
- Record of verbal or email conversations/meetings including any personal interests;
- Dietary preferences;
- Web activity whilst visiting [alumni.stchads.ac.uk](http://alumni.stchads.ac.uk)

The database may hold personal data relating to your professional history. This data may have been provided by you, or it may have been obtained from social media (e.g. LinkedIn, Facebook) or publicly available sources (Companies House and other business-related resources, the World-Wide-Web, publications and news articles such as Queen's Honours List, Times Rich List, and the National Change of Address File and other services that provide email addresses and telephone numbers), namely:

- Your employment status (e.g. part-time, full-time, retired);
- Your current job title and work email address;
- Your previous role(s) and job title;
- Your current and past employers, name, address and telephone number;
- The dates that you have been employed in any particular role;
- Your photograph;
- Your income band.

The database may hold personal data that has been created by the University or St Chad's College from other personal data that we already hold (i.e. name, address, postcode, employment data), either through internal or external research/profiling, namely:

- Your estimated asset worth, property value and shareholdings;
- Qualification of prospective level of giving;
- Philanthropic interests and gifts to other charitable organisations;
- Internal classifications and ratings as a major gift prospect;
- A rating of your level of engagement which is created from a mix of your event attendance, donation history and other interactions with the University.

## Legal Basis

When processing your personal data the College relies on a combination of Consent, Contract, Legal Obligation or Legitimate Interests as the legal basis under the GDPR, as detailed in the table below. Where the College relies on Legitimate Interest you have the right to object to your data being processed for the purposes stated (see section entitled ‘How to object to the College processing your personal data’ below). However, if the College stops processing data for the stated purposes this may impact our ability to undertake certain activities that you have asked us to undertake, such as claiming Gift Aid on your donations if you object to your name and address being processed. If this is likely to happen, we may refer back to you to obtain clarification that this is what you intend.

The Legitimate Interests that are being pursued in the processing of personal data are:

- To establish, maintain and enhance the College’s relationship with alumni in the pursuance of a life-long mutually beneficial partnership that benefits the alumni community and the College’s student community;
- To attract and retain donors and supporters in the pursuance of the College’s strategic objectives to generate philanthropic income and to diversify income streams.

Processing Activity	Legal Basis
Creating your record in our relationship management system (Raiser’s Edge, Almadase)	Legitimate Interests or Consent
Verifying your identity (alumni)	Legitimate Interests or Contract
Processing your contact preference forms	Consent
Meeting our obligations in relation to the Telephone Preference Service	Legal Requirement
Sending you direct mail by post	Legitimate Interests
Processing your gifts	Contract and Consent
Processing our Gift Aid claims	Consent and Legal
Event registration and management	Contract and Consent
Volunteer registration and management	Contract and Consent
Career mentor/mentee registration and management	Contract and Consent
Donor stewardship	Legitimate Interests,

	Contract and Consent
Conducting our telephone campaigns (fundraising)	Legitimate Interests
Identifying potential major gift supporters and qualifying prospective levels of giving	Legitimate Interests
Conducting due diligence on prospective major donors	Legal Requirement or Legitimate Interests
Major donor cultivation and solicitation	Legitimate Interests
Making legacy estimates/valuations	Legitimate Interests
Analysis of visits to our website	Legitimate Interests
Analysis of the effectiveness of our email communications	Legitimate Interests
Reporting and benchmarking performance	Legitimate Interests
Responding to our obligations in relation to the Higher Education Statistics Agency Destination of Leavers from Education Longitudinal Survey	Consent
Participating in higher education ranking or league tables providers with whom we hold a data sharing agreement	Consent

## How personal data is stored by the College

Personal data of alumni, donors and other stakeholders are stored by the College in a propriety cloud-based database supplied by Blackbaud, Inc. called Raiser's Edge (RE) under a contract for service. RE is hosted by Blackbaud on their servers located in the EEA. This database is provided to St Chad's College by Durham University and data is shared as agreed through a data sharing agreement. Access to personal data is restricted to certain staff in St Chad's College and the University and any other member of staff who have a requirement to maintain a relationship with you, and is controlled through password protection and user security profiles. Blackbaud, Inc. do not permit their staff to have access to the personal data stored in RE.

The personal data of some alumni and supporters may be stored in a proprietary software application used to manage the telephone campaign. This software is hosted in the 'cloud' by the third party supplier company only for so long as is necessary for the period of the telephone campaign. Access to the software is restricted to students employed under a contract to make calls to alumni and supporters, the campaign manager and College staff and is controlled through username and password.

All College employees, contractors and volunteers that are given access to personal data receive mandatory Data Protection training and have a contractual responsibility to maintain confidentiality.

## How personal data are processed by the College

Personal data are processed by the College to:

- Promote events;
- Send news and updates;
- Recruit alumni volunteers and mentors;
- Acknowledge gifts and to keep donors updated on the impact of their gift(s);
- Make fundraising appeals by email, direct mail, telephone and face-to-face meetings and ensure that we only send you communications about events or fundraising appeals that would be of interest to you;
- Report internally and externally and to undertake benchmarking.

## **Automated decision-making and profiling**

Personal data are processed by the College for a variety of purposes (detailed above) for which, in the interests of efficiency or effectiveness, or to meet the specific preferences of data subjects, profiling takes place. For example:

- To communicate with alumni
- To inform event hosts about attendees and their relationship to the College;
- To qualify prospective levels of giving;
- To undertake due diligence on prospective major donors;
- To produce summary data to report internally and to undertake benchmarking.

Automated decision-making takes place in only a limited number of instances (for example, to produce ask amounts for the periodic telephone campaigns) but there would be no legal or significant impact on you as a result of this decision making.

## **Who the College shares personal data with**

Personal data are shared with third party organisations in a limited number of instances.

If you are a member of our alumni and/or donor community and our records show that you reside in the United States of America (USA), your personal data may be shared with the North American Foundation for the University of Durham (Dunelm USA) who have an independent 501c3 status in the USA, for the purpose of alumni relations and fundraising. For students, prospective students/parents, alumni and donors who have interacted with DunelmUSA, a reciprocal data sharing agreement is in place whereby the College may receive personal data relating to you.

Where data is transferred outside of the UK, we ensure appropriate safeguards are in place in line with UK GDPR, such as standard contractual clauses.

Additionally, we share data on a considered and confidential basis, where appropriate, with affiliated organisations and individuals which support and provide services to alumni and supporters, such as volunteer partners closely related to us (e.g. development and advisory board members).

The Development Office may share personal data with other third party organisations which carry out contracts on behalf of the College (such as a venue hosting a College event). The Development Office will only share personal data that is relevant and proportionate. The College's partners are

subject to contractual agreements which help to ensure compliance with Data Protection legislation. This will happen in the following circumstances:

- To send you a copy of our printed alumni magazine or other newsletters;
- To send you direct mail relating to our fundraising appeals;
- To maintain your contact details so that we can keep in touch by letter, email or telephone;
- To populate software used to manage our telephone campaigns;
- To assess prospective levels of giving;
- To provide consultancy services when undertaking a major fundraising appeal.
- To the provider of our alumni platform website

When the College shares personal data as detailed above we ensure that security is maintained, using tools such as encryption and secure file transfer protocols.

Personal data are NEVER sold on to third parties.

## **How long personal data are held by the College**

This information is additional to the information in Part 1 about Retention.

The College considers its relationship with alumni, donors and other stakeholders to be life-long. This means that it will maintain a stakeholder record for you until such time as you tell us that you no longer wish us to keep in touch. In this instance the College will delete the majority of your personal data it holds, but in the case of alumni will maintain basic personal data to ensure that we do not inadvertently create a new or duplicated record in the future.

## **How to object to the College processing your personal data**

Individuals have the right to object to the College processing their personal data for any or all of the purposes set out in this Privacy Notice; they may do so at any time. To exercise this right, please write to:

Lindsay Young  
Head of Development and Alumni Relations  
St Chad's College, 18 North Bailey, Durham, DH1 3RH  
[chads.development@durham.ac.uk](mailto:chads.development@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).

## **Visitors to our websites/webpages**

When someone visits [alumni.stchads.ac.uk](http://alumni.stchads.ac.uk) we use a third party service, Google Analytics, 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.

## **Use of cookies**

You can read more about how we use cookies in the 'Official Documents' section of the St Chad's College website.

## **Links to other websites**

This privacy notice does not cover the links within our website linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

## **Changes to this privacy notice**

We keep our privacy notice under regular review as per the review date at the start of this document.

## **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:

Dr Victoria H Brown, Vice Principal and Data Protection Officer  
St Chad's College, 18 North Bailey, Durham. DH1 3RH  
Victoria.h.brown@durham.ac.uk