

St John's College, Cambridge, Data Protection Statement: Alumni of St John's Voices

The Data Controller is St John's College Cambridge. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]: OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the College's Head of Information Services and Systems, St John's College, Cambridge, CB2 1TP. 01223 338661; DPO@joh.cam.ac.uk.

What data are processed, and why?

As articulated in College Statute II(1) when detailing the qualifications and duties of the Master, and in other mission statements, the College has throughout its history been characterised as 'a place of Education, Religion, Learning and Research'. St John's has for nearly four centuries recruited to and run choirs, to enhance and continue our obligations of providing services in the College Chapel in accordance with the liturgy and ceremonials of the Church of England. Sharing in the experience of singing at St John's led former members of the choirs to seek and nurture the maintenance of old friendships, and so the College has taken it upon itself to keep basic personal data on past members of St John's Voices, with the following broad aims:

- To promote friendly association between former members of the choirs;
- To ensure the long-term sustainability of SJV and its musical heritage by assisting with fundraising and other promotional activities;
- To support and encourage the musical education and activities of current and former members of the choirs.

To honour these undertakings, the College processes names, addresses, emails, phone numbers, years in membership, years served in the St John's Voices, and other relevant information such as known musical careers or interests.

Where does the data come from?

The personal data are supplied by the Choir Office, the Development Office, members of the choir (the data subjects) and by other Colleges' Development Offices, where appropriate.

Sharing with Third Parties

The data are not shared outside the College. Therefore, we do not pass any personal data collected to this end outside the European Economic Area.

Retention of data

These personal data are retained until such time as the data subject requests their deletion. Some data are retained indefinitely as part of an alumni record if the subject is a member of the College, and **justification for this is supplied under the alumni data protection statement.**

Rights of the Data Subject

The member or former member of St John's Voices as data subject has the right: to ask us for access to, rectification or erasure of their personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of their personal information electronically to a third party (data portability). In certain circumstances, the data subject's parents/guardians may also enjoy these rights.

Some of these rights are not automatic, and we reserve the right to discuss with the data subject why we might not comply with a request from them to exercise such rights.

If data subjects have questions or concerns about their personal information, or how it used, they are invited to speak to the **College Chapel and Choir Office staff** [link] in the first instance. If in need of further guidance, they are asked to contact the Head of Information Services and Systems using the details given above.

If data subjects remain unhappy with the way their information is being handled, or with the response received from us, they have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

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