



# DOWNING COLLEGE CAMBRIDGE

## How we use your personal information

### *-- Downing College Amalgamation Club*

This statement explains how the Downing College Amalgamation Club (“we”, “our” and “DCAC”) which includes Downing College JCR and MCR, handles and uses data it collects about its members for processes relating to the operation and activities of the DCAC.

When changes are made to this statement, we will send an email to the mailing list and also communicate them over the DCAC JCR/MCR website.

The controller for your personal information is the DCAC. The person 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 information, are the JCR/MCR Presidents ([president@jcr.dow.cam.ac.uk](mailto:president@jcr.dow.cam.ac.uk); [president@mcr.dow.cam.ac.uk](mailto:president@mcr.dow.cam.ac.uk)).

The normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the DCAC to run effectively and efficiently. Where we process your personal information outside of the purposes listed in this statement, we will seek your explicit consent to do so in advance. You may ask us for further information on these matters at any time if you have specific concerns.

### **How your data is used by the DCAC (JCR & MCR)**

We collect and process your personal information, as specified below, for a number of purposes, including:

- A. maintaining your personal details ensuring effective communications with you, for example your
  - name to provide a record of contributions at JCR/MCR meetings in the minutes;
  - CRSid to contact you and add you to the JCR/MCR mailing list;
  - cohort to add you to the appropriate mailing list and put you into the appropriate accommodation ballot;
  - course to inform you of subject specific opportunities;
  - nationality to allow the International Officer to do their duty;
  - room details to allow the Downing Accommodation Officer to run the ballot.
- B. maintaining bank details and financial records in order to facilitate the DCAC reimbursement process;

- C. maintaining a formal record of members activities within the DCAC, including in the allocation of resources to the constituent Clubs, Societies and Committees of the DCAC;
- D. maintaining data to enable the DCAC to undertake research into its own activities and/or to manage complaints made to us;

If you have concerns or queries about any of these purposes, please contact us at the above address.

### How we share your personal data

- Personal data is not normally shared outside of the DCAC and its members. We will share some of your personal information with Downing College where there is a specific need to, including booking catering events, results from the accommodation ballot, and when required to take payment from your College bill;
- We use IT facilities to store electronic copies of your personal information. These include: Google Sheets, Google forms, University Email (mailing list), and the College JCR VPS.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the College or a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where possible, we will notify you of our intention to share such information in advance.

We may share information with organisations overseas as part of arrangements related to your membership of the society. In such cases, we will ask for your explicit consent prior to transmitting this information.

### Your rights

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal information electronically to a third party (data portability).

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

If you have questions or concerns about your personal information, or how it used, please speak to the President at the above address. If you remain unhappy with the way your information is being handled, or with the response received from us, you 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/>).

*Last updated: July 2019  
Downing College Data Protection Team*

Date	Version	Reason for change	Author
June 2019	Draft	Reviewed by the DCAC	Records & Information Manager
July 2019	1.0	Publication	Records & Information Manager