



# DOWNING COLLEGE CAMBRIDGE

## How we use your personal information

### *Downing College Alumni Association*

This statement explains how Downing College Alumni Association (“we” and “our”) handles and uses data it collects about its members and other people for processes relating to the operation and activities of the Association.

When changes are made to this statement, we will publish the updated version to our website.

The data controller for your personal information is Downing College Alumni Association (DCAA). 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, is the Honorary Secretary. Please contact us at [association@dow.cam.ac.uk](mailto:association@dow.cam.ac.uk) if you have any questions about this statement or how we manage your personal data.

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 DCAA 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 or opt out of any mailing list at any time by contacting the DCAA at [association@dow.cam.ac.uk](mailto:association@dow.cam.ac.uk) or using the “unsubscribe” link in any email from us.

### **How your data is used by the DCAA**

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

- A. Maintaining your personal information (name, email address) and images submitted as part of the DCAA Photographic Competition. The winning images together with your name are published in the DCAA *Newsletter* and the Downing College website;
- B. Maintaining sales records of your purchases, including payment details for merchandising sales;\*
- C. Using information supplied by you to your Year Reps, then edited by the Downing Alumni & Development Office and published in *Magenta News* (part of the *Magazine*);
- D. Publishing information supplied by Downing College in the *Magazine* including: memberships of Downing College clubs and societies, any awards for Blues, Half-Blues and Colours; admissions (including previous educational institutions), degrees conferred and any scholarships, prizes and awards.

\*We hold your financial and purchasing information for up to 6 months after your order is dispatched. Merchandise orders online use a third party website (Wix.com Ltd and Squareup International Ltd) and you

should consult their respective privacy policies concerning any personal information you provide to them.

If you have concerns or queries about any of these purposes, please contact us at the following email address: [association@dow.cam.ac.uk](mailto:association@dow.cam.ac.uk)

### How we share your personal data

- With Downing College Bursary in order to process your payment for merchandising sales. The College maintains these records for up to seven years;
- With Downing College Development Office in order to publish your photographic competition images and with Downing College Bursary if any prize money is awarded;
- Your address and contact details with Cambrooke Fine Art Publishers who mail any orders for framed prints directly to you;
- We use Downing College IT facilities to store electronic copies of personal information.

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.

### 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 Honorary Secretary 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 2020  
Downing College Data Protection Team*

### Version control

Date	Version	Reason for change	Author
June 2018	Draft	Reviewed by DCAA Committee and Development Director	Records & Information Manager
July 2018	1.0	Publication	Records & Information Manager
June 2020	1.1	Reviewed by DCAA Committee	Records & Information Manager