



# DOWNING COLLEGE CAMBRIDGE

## How we use your personal information

### *Downing College Art and Artefacts Collection*

This statement explains how Downing College (“we” and “our”) handles and uses personal information we collect about donors (“you” and “your”) to the College art collection. This refers to the wider art collection managed by the Curator of Art and Artefacts, including prints, historic furniture, silverware, sculptures, and other historic artefacts. It also includes, for valuation purposes, limited items from the College Archive and Library's Special Collections.

In broad terms, we use your information, together with any additional documentation (correspondence relating to donated or loaned artwork for example) to catalogue College artefacts donated or loaned to the College.

The controller for your personal information is Downing College, Cambridge, CB2 1DQ. 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 Data Protection Officer. Please contact us at [data.protection@dow.cam.ac.uk](mailto:data.protection@dow.cam.ac.uk) if you have any questions about this statement or how we manage your personal data.

The legal basis for processing your personal information is that it is necessary to support the College’s legitimate interests in managing and maintaining its artefacts collection. Plus, in the event of a legal claim to provide proof of ownership and history. We will retain your information for the periods stated below unless or until you request us to do otherwise.

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

We collect and process your personal information for the following purposes:

A. *Maintaining clear contact information with donors*

We will hold your name, email address, phone number and other relevant contact details you provide to us and will use this information to maintain contact with you should further queries arise relating to your donation.

*Ownership of an artwork*

- B. In some (but not all) cases, documentation relating to the formal donation, ownership or loan of items is uploaded to individual records in the artworks catalogue and may include address/contact details, correspondence and potentially a family relationship to owner/artist and the value of an artwork.

*Retention of data*

- C. Donors’ personal information including your contact details, gift form and any related correspondence will be retained permanently by the College as an important record of provenance and ownership. Where an artwork or other item is returned from loan or otherwise disposed of, a record will be maintained in the 'De-accessioned' section of the database which may include uploaded documentation relating to the history of the item in the

Downing collection.

- D. Correspondence with alumni, in particular relating to donations, may be shared with Development Office for their records.

### **Where we store your personal information**

We may store your personal details against a donated or loaned artefact that includes your name, and possibly address/contact details and any additional documentation, in the art collection database. We use Artwork Archive, a US company, to catalogue our art and artefacts. Data is stored in the USA on Amazon Web Servers (AWS) which is a multi-accredited and secure cloud platform.

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

### **Your rights**

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data 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.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Author</b>
March 2023	Draft	Reviewed by Archivist and Curator of Art and Artefacts	Records & Information Manager
March 2023	1.0	Published	Records & Information Manager

*Downing College Data Protection Team*