



# DOWNING COLLEGE CAMBRIDGE

## How we use your personal information

### -- *School-age work experience students*

This statement explains how Downing College (“we” and “our”) handles and uses information we collect about school-age students (“you” and “your”) seeking work experience at 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 College Data Protection Lead. 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.

Unless otherwise stated, the legal basis for processing your personal data is that it is necessary for the performance of the work experience agreement we have with your school or local education authority placement organisation.

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

Your data is used by us for a number of purposes, including:

#### **A. Supporting you with your work experience**

*We collect and process:*

- *your name and age;*
- *the name of your school and the contact details;*
- *any health conditions pertinent to you completing your work experience;*
- *dates and duration of your placement;*
- *your areas of work interest and any relevant objectives, skills or experience.*

#### **B. Administering HR-related processes**

*Personal data processing includes:*

- *records of liaising with your school/local education authority in order to organise your work experience;*
- *records of liaising with College Head(s) of Department to timetable your work experience including details about your induction programme and agreed work objectives;*
- *records of any absences from work (for example, sickness leave or compassionate leave);*
- *records of any issues or concerns that you may have raised during your time at Downing.*

Information is not shared with other third parties without your written consent. We may be subject to a

legal requirement (with or without your consent) to share your personal information with some government agencies under special circumstances (e.g. relating to crime or health and safety), such as the police or other statutory authorities with investigatory powers. Where possible, the College will notify you of its intention to share such information in advance.

We operate CCTV on our property, which will capture footage. Our CCTV privacy statement is available at <http://www.dow.cam.ac.uk/about/documents-and-policies/downing-college-policies>

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.

### **How long do we keep your personal data?**

We hold your personal information for the duration of your work experience and then destroy all records six years after you leave. We also reserve the right to retain your data for longer than this period, where it becomes apparent that there is a need to do so; for example, in the event of a major health or personal injury incident.

### **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/>

*Last updated: January 2020  
Downing College Data Protection Team*

### **Version control**

<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Author</b>
January 2020	Draft	Reviewed by the HR Manager	Records & Information Manager
February 2020	1.0	Approved at IMC	Records & Information Manager