



# DOWNING COLLEGE CAMBRIDGE

## How we use your personal information

### -- Users of the College websites

This statement explains how Downing College (“we” and “our”) handles and uses information we collect when you visit the College websites: <http://www.dow.cam.ac.uk/>; <https://www.downingcambridge.com/>; and <https://www.downing-conferences-cambridge.co.uk/>. Where you engage with the College for another purpose (e.g. as a prospective or current student, as a previous student, as a member of the College or as a visitor to the College), there are other data protection statements to explain our management of your personal information – see <http://www.dow.cam.ac.uk/about/documents-and-policies/downing-college-policies>. Where you enter your personal information into an online form for any specified purpose, you will be told about the use we will make of that information (e.g. to send you newsletters or to enable your attendance at an event).

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 data is that it is necessary for the purposes of our legitimate interests, where we have concluded that our interests do not impact inappropriately on your fundamental rights and freedoms. You may ask us to explain our rationale at any time.

### **We collect and process your personal information for the following purposes**

We collect and process your personal information for operating and improving our webpages, analysing their use and ensuring the security of our websites.

*We use cookies to store information on your computer. Some cookies on the site are essential, and the site won't work as expected without them.*

*We use a third party service, Google Analytics, to collect standard internet log information and details of your visitor behaviour patterns. We do this to find out, for example, the number of visitors to each page of our websites.*

*We also collect the request made by your browser to the server hosting the website which includes the IP address, the date and time of connection and the page you ask for. We use this information to ensure the security of our websites and we delete it after a maximum of 3 months. We may use and disclose it as necessary in the event of a security concern or incident. For more technical details please contact our IT service at [it@dow.cam.ac.uk](mailto:it@dow.cam.ac.uk)*

For further information about how we use cookies and what cookies are set on our websites, please see <https://www.downing-conferences-cambridge.co.uk/privacy-policy> and [further cookies link to be added shortly].

If you have concerns or queries about any of the above, 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 information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your 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.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

Date	Version	Reason for change	Author
May 2019	Draft	Reviewed by IT	Records & Information Manager
July 2019	1.0	Publication	Records & Information Manager
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*Downing College Data Protection Team*