



# St Chad's College

## Durham

## Privacy Notice for Governors, Fellows, Tutors & SCR Members

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St Chad's College is committed to protecting your personal information. St Chad's is a recognised College of Durham University and has a Data Sharing Agreement with the University. St Chad's College follows the data protection, records management and information security policies of Durham University (see: <https://www.dur.ac.uk/ig/>).

We collect and use personal information about Governors, Fellows, Tutors and SCR Members so that we can fulfil our obligations as a College. Most of the information stored will have been obtained directly from you; some of the data may have been obtained from publicly available sources. All data are held securely and in accordance with the Data Protection Act 1998, the General Data Protection Regulation, and the Data Protection Act 2018.

### Data Controller

The Data Controller is St Chad's College. If you would like more information about how the College uses your personal data, please see the College's Official Documents webpage – <https://www.stchads.ac.uk/about/documents/> or contact:

Dr Victoria Brown, Vice Principal and Data Protection Manager  
Telephone: (0191 33) 43345  
E-mail: [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk)

### Data Protection Officer

The Data Protection Officer is responsible for advising the College on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the College is processing your personal data, please contact the Data Protection Officer:

Andrew Ladd, email: [info.access@durham.ac.uk](mailto:info.access@durham.ac.uk)

### The Data we Collect

The relationship between St Chad's College and Durham University is governed by a Memorandum of Understanding – see: <https://www.stchads.ac.uk/about/documents/>.

## **Types of personal data collected and held by St Chad's College and method of collection**

We hold data that has been provided by you and data created by us as part of your record as a member of the Senior Common Room. The data we hold includes:

- Your name and title;
- Your home address, email address and telephone numbers;
- Your bank account name, number and sort code if you make donations by standing order.

## **How personal data is stored by St Chad's College**

Electronic information is stored in a proprietary database with access limited to College Officers, SCR executive committee members, and academic administrators.

All St Chad's College employees that are given access to personal data receive mandatory Data Protection training and have a contractual responsibility to maintain confidentiality.

## **How personal data is processed by St Chad's College**

Personal data is processed by St Chad's College to:

- Manage our relationship with you;
- Manage SCR subscriptions and battels payments;
- Manage the College Tutorial system.

When processing your personal data, the College relies on legitimate interests in order to fulfil its obligations as a College.

## **Who St Chad's College shares personal data with**

Personal data of SCR members is not shared with third party organisations. Alumni data is shared with the University – see separate Privacy Notice for Alumni.

## **How long personal data is held by St Chad's College**

The College maintains records for the duration of your relationship with the College.

## **Your rights in relation to your personal data**

### **How to object to St Chad's College processing your personal data**

You have various rights in relation to your personal information, including:

- The right to request access to your personal information;
- To right to correct any mistakes on our records;
- To right to erase or restrict records where they are no longer required.

You have the right to object to the College processing your personal data for any or all of the purposes set out in this Privacy Notice; you may do so at any time. To exercise this right, please

email [victoria.h.brown@durham.ac.uk](mailto:victoria.h.brown@durham.ac.uk) giving clear details of the processing activities and/or types of personal data to which your objection applies (see sections above for descriptions).

## Accessing your personal data

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right on the Information Commissioner's Office webpages: <https://ico.org.uk/for-the-public/>.

## Right to rectification

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

## Right to erasure

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected;
- You withdraw your consent and there is no other legal basis for the processing;
- You object to the processing and there are no overriding legitimate grounds for the processing;
- The personal data have been unlawfully processed;
- The personal data have to be erased for compliance with a legal obligation;
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

## Right to restriction of processing

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

## **Changes to this privacy notice**

Our Privacy Notice is reviewed annually.

## **Further Information**

If you have any questions which you feel have not been covered by this Privacy Notice, please do not hesitate to email us or write to our data protection manager (details above).

## **Making a complaint**

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO).

The ICO can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Website: <https://ico.org.uk/>