



St Chad's College

Durham

Privacy Notice for Alumni

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 employees and applicants so that we can fulfil our obligations as an employer. 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

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

The Data we Collect

Type(s) of personal data collected and held by the College and method of collection

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/>.

St Chad's College has a network closed circuit television system. Cameras are located in various internal areas of the College buildings at 18 North Bailey, Durham, DH1 3RH. Those cameras that are recording collect images of students, staff and visitors. The images are securely stored on the College's hard drive system.

You should refer to the University's information governance webpages for further information: <https://www.dur.ac.uk/ig/>.

How personal data is stored by the College

CCTV data is securely stored on College hard drives and is only accessed in accordance with the College's CCTV Policy and guidance published by the Information Commissioner's Office, which can be accessed at;

[CCTV and video surveillance | ICO](#)

How personal data is processed by the College

When processing your personal data the University relies on Legitimate Interests as the legal basis for the reasons specified below:

- Community safety;
- Crime detection and reduction;
- Implementing University regulations, policies and procedures.

In the event of an incident of crime or suspected crime, an infringement of the College's (or Durham University's) regulations, policies or procedures or the requirement to investigate an incident, then specific areas of data may be searched and retained. Access to that data is regulated in accordance with the College's CCTV Policy.

Who St Chad's College shares personal data with

Applications for access to CCTV data will be given consideration on an individual basis (see also the College's CCTV Policy – Personal Access Requests). Applications must be made in writing to the Finance and Operations Director and will be considered in line with Data Protection Legislation.

Schedule 2 of the Data Protection Act 2018 entitles the Police or similar agency, Local Authority and government departments to make application to access personal data for the purposes of:

- The prevention or detection of crime and
- The apprehension or prosecution of offenders.

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

Data is routinely stored for a maximum of 30 days. In the event of data being required for storage longer than that 30 days, it will be reviewed every three months to ensure that images are retained for no longer than required.

Your rights in relation to your personal data

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

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

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

We keep our privacy notice under annual review.

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).

Visitors to our websites/webpages

The College website uses Google Analytics to help analyse how visitors use the site. Google Analytics uses “cookies”, which are small text files placed on your computer, to collect standard internet log information and visitor behaviour information in an **anonymous** form - no personally identifiable information is collected about you *unless* you explicitly submit that information on the website. The anonymous information generated by Google Analytics cookies about your use of this website is transmitted to Google and is retained for 26 months. This information is processed to compile statistical reports on website activity for this site only. We use these reports to evaluate aggregate visitor usage so that we can optimise the content, to better meet your needs.

For further information about how Google Analytics uses cookies and IP address data, see: <http://www.google.com/intl/en/analytics/privacyoverview.html>

Use of cookies by St Chad’s College website

Please see the website’s cookie policy:
<https://www.stchads.ac.uk/about/documents/>

Links to other websites

If you follow links from the College website to other websites, then you should ensure that you read the privacy statements on those sites.

Changes to this privacy notice

This Privacy Notice will be 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/>