



ST JOHNS'S COLLEGE, DURHAM
PRIVACY NOTICE FOR STUDENTS AND STUDENT APPLICANTS

St John's College (incorporating the Theological Education Institution Cranmer Hall) has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in a number of ways, one of which is the publication of privacy notices.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. St John's College will make the Privacy Notice available online and at the point we request personal data.

Data Controller

The Data Controller is St John's College, Durham Ltd. Our registration number in the Data Protection Public Register is Z593022.

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, or if you would like more information about how the College uses your personal data please contact:

Director of Finance and Administration (Data Protection Lead)

Telephone: (0191 33) 43870

E-mail: johns.bursarials@durham.ac.uk

Retention

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the University Records Retention Schedule and Church of England Ministry Division requirements for ordinands training at Cranmer Hall.

Privacy notices and/or consent

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.

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 <https://www.ico.org.uk/>

The data we collect

St John's College is a recognised College of Durham University. This relationship is governed by a Memorandum of Understanding- [see insert web link](#)

St John's College has a Data Sharing Agreement with Durham University and has access to data for the purposes of departmental administration, and academic progress and attendance monitoring (including all information held on the University's academic database – Banner and the teaching and learning platform DUO). We may share special category data (sensitive personal data) in relation to concessions, appeals, Self Certification of Absence forms, Serious Adverse Circumstances forms, and complaints, and for the purpose of implementing University policies on Discipline, Mental Health, Sexual Violence and Misconduct, Disability, Fitness to Study and other policies which may be produced from time to time.

The University's governance webpages provide further information <https://www.dur.ac.uk/ig/> Admissions to Cranmer Hall are managed by Cranmer Hall and not the University and all records relating to applications and student progress are retained at Cranmer Hall. Data on students at Cranmer Hall who are sponsored by the Church of England or another Church may be shared with the sponsoring body following guidance issued by those bodies and the University's Data Protection Policy.

Types of personal data collected and held by the College and the method of collection

We hold the data that you provide on your application (supplied through the UCAS system for undergraduates) and to the University for postgraduate students and in the College for students at Cranmer Hall. This data will include:

- Your name, title, gender preference, nationality and date of birth;
- Your home or parental address, email address and telephone numbers;
- Your former school and/or university;
- Your familial relationships (partner, parents, grandparents, siblings and children);
- UCAS Number.
- For students at Cranmer Hall we also collect information that you supply on application about your faith journey, your personal profile, references and CV in addition to transcripts of prior learning from previous educational institutions and reports from sponsoring bodies including the Bishops Advisory Panel reports from the Church of England Ministry Division and Statements of Financial Position provided by the student.
- In line with the College's Safeguarding Policy students who are training for ministry or who go on placements in the community are required to have a Disclosure Barring Service check. This is retained on file together with reports from placement supervisors.
- Progress and placement reports are written in consultation with the student concerned.

We also hold information that has been created as part of your education record, namely:

- Mode of study (e.g. full-time, part-time, distance learning);
- Academic department and programme of study;
- Start, end and graduation dates;
- Progress reports including examination marks and feedback
- Your College affiliations and membership of a common room/clubs/societies/sporting teams and personal interests

Some of the personal data we hold about you is provided by you during your transactions with us namely:

- Your bank account number, name and sort code (used for processing Direct Debits);
- Payment references. At no point do we store payment card details if you donate, or pay for an event, using a payment card;
- Updates to your contact details;
- Record of verbal or email conversations/meetings including student support meetings
- Dietary preferences and any special needs
- Health and disability information

How personal data is stored by the College

Electronic information is stored in password-protected files (on email and in a shared drive) with access limited to College Officers, administrators and others who require legitimate access. Room numbers and emergency health information (eg allergies) may be made available to housekeeping and catering staff to enable them to deliver an appropriate service, for your safety.

Paper records are kept in locked filing cabinets in Cranmer Hall in locked rooms. Access is limited to those authorised academic and administrative staff.

Where sponsors request copies of reports these will be provided by first class post.

How personal data is processed by the College

We use personal data to contact next of kin in an emergency, to facilitate your health and wellbeing and to support your academic progress and personal development. Financial information is used for the payment of fees.

Who St John's College shares personal data with:

We routinely share information with Durham University (including the Academic Office, Common Awards Team, University Student Support Services, Disability Service, Counselling Service, Scholarships, Funding and Student Immigration Office). We also receive information from and share information with sponsoring bodies of students at Cranmer Hall. We may also share information with the Police (to aid investigation of crime), the UK Border Agency, NHS mental health support services and your registered doctor.

We do not share information with parents (except with the student's consent).

Visitors to our websites

When someone visits St John's College pages on www.durham.ac.uk or the Cranmer Hall website <https://community.dur.ac.uk/cranmer.hall/>, the College may use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting these websites. If we do want to collect personally identifiable information through our websites, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 16 May 2018.

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:

Data Protection Lead

St John's College

Durham

DH1 3RJ

johns.bursarials@durham.ac.uk