Girton College Cambridge

Girton College Summer Programmes Data Protection

This statement explains how Girton College ("the College", "we" and "our") handles and uses information we collect about our Summer Programme students. In broad terms, we use your data to enable the application and registration process and the provision of education and welfare services to our Summer Programme students.

The controller for your personal data is Girton College, Huntingdon Road, Cambridge, CB3 0JG. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd ("OIS Ltd") [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]. OIS Ltd. should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement.

The person within the College otherwise 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 data, is the College Data Protection Lead (data.protection@girton.cam.ac.uk).

How the College uses your data

We collect and process your personal information, as specified below, for a number of purposes, including:

- to facilitate the administration of student accommodation and catering services, as well as social activities and day trips,
- to provide up-to-date academic records for the student and the student's home university or partner organisation (e.g., one that sends students from multiple universities),
- to assist in the administration and collection of fees and charges,
- to comply with legal and other obligations (e.g. visa checks and health & safety),
- to facilitate communications and mailings before, during and after the summer programme,
- to enable the provision of references,
- for archive purposes.

What data is held by the College
Primarily information is provided by the participating student or the student's home university or partner organisation (e.g., one that sends students from multiple universities), and students themselves (by way of application forms and other means).

Visa and passport information
The College retains scanned visa and passport information to ensure that you are eligible to study in the UK. The College shares this information with the University's International Student Office for their records.

College Systems
The College processes student data through a number of local systems for the efficient administration College-specific student academic services and activities.

Details of these shared systems are noted as follows:

Door access system

The College processes and maintains all student access records using Chubb security systems. Data is derived in part from the dining card and used for the access and security of College members to its buildings and facilities. Access is managed by the College and assigned only to those who process the College security arrangements, i.e., the IT Department and the Porters' Lodge.

Most records contain:

- unique personal identifiers (e.g., card ID, University name),
- your full name,
- details of your College access rights, including special access conditions,
- details of card status (e.g., issue date, expiry date),
- records of your entry through card-activated doors.

College payment management system

The College processes and maintains student payment records for College catering, catering events and general (Lodge) purchases using the Uniware system. Access is managed by the College only to those who process College payment transactions information for the Summer Programmes students, i.e., the Catering department, the Finance Department, the Porter's Lodge, the Summer Programmes Department and the IT Department.

Most records contain:

- unique personal identifiers (e.g., card ID),
- your full name,
- details of card status (e.g., start date and expiry date),
- details of your card transactions through the College till systems.

Additional services

The College processes and maintains all student data in order to provide access to or facilitate ancillary services. Access is managed by the College and assigned only to those who process student data for these systems, i.e., the IT Department, and the Summer Programmes Department.

e.g.,
- Virtual Learning Access (Moodle)
- Zoom and Zoom recordings.

We also operate CCTV in various locations on our main site, which will capture footage.

Your rights

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal 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.

If you have questions or concerns about your personal information, or how it used, please speak to the relevant College staff in the first instance. If you need further guidance, please contact College Data Protection Lead using the details given above.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (https://ico.org.uk/).

Last updated: 30th May 2023
College Data Protection Lead

Version Control

Date	Version	Review reason	Author
13/04/2018	Draft	New statement for review by Summer Programmes	College Data Protection Lead
24/05/2018	1.0	Publication	College Data Protection Lead
28/03/2023	1.0	5 year review by Summer Programmes	College Data Protection Lead
30/06/2023	1.1	Publication	College Data Protection Lead