



Data Protection Statement

How we use your personal information

Alumni and other supporters

This statement explains how the College ('we' and 'our') handles and uses data we collect about alumni and other supporters ('you' and 'your'). In broad terms, we use your data to manage the ongoing relationship between the College and you as part of our lifelong community of scholars, including keeping in touch with you, keeping up to date on your achievements, and engaging with you on how you can continue to contribute to College life and otherwise support the College.

We will retain your data indefinitely or until you request us to do otherwise. When changes are made to this statement, we will publish the updated version to our website and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal information is Clare College, Trinity Lane, Cambridge, CB2 1TL. The person within the College 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, is the College's Data Protection Lead, Miss Emma Easterbrook, dataprotection@clare.cam.ac.uk

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, except where elsewhere in this statement we have indicated otherwise. You may ask us to explain our rationale at any time.

How your data is used by the College

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

- A. Achievements of the College and the University of Cambridge and elsewhere;
- B. Retaining a formal record of your academic, career or other life achievements in order to promote and

The University has its own data protection statement and procedures, see:

[Data protection statement for alumni and supporters | Alumni \(cam.ac.uk\)](#)

Additionally, we share data on a considered and confidential basis, where appropriate, with:

- Cambridge in America (the University's affiliate alumni office in the US);
- Volunteer partners closely related to us (e.g. College trustees, development board members, alumni group representatives);
- Contractors providing services to you on our behalf e.g. contractors for our annual Telethon Campaign (our "data processors"), as outlined above;
- Third party agencies who provide us with data in the public domain about alumni and supporters, as outlined above; and
- Selected companies who provide College-branded or College-endorsed products and services, as outlined above.

We also facilitate communication between individual alumni (of the College and/or the University), but in doing so we do not release personal contact details without prior permission.

Any transfers of your data overseas or to international organisations, as set out above, are protected either by an adequacy decision by the European Commission or by standard data protection clauses adopted by the European Commission (which are available from our Data Protection Officer) or, before 25 May 2018, by a self-

about you for statutory purposes (eg Gift Aid, anti-fraud and accounting matters).

If you have questions or concerns about your personal information, or how it is used, please speak to the relevant member of College Staff in the first instance; and/or the College's Data Protection Lead using the details above. If you need further guidance, or have any concerns about the College's response, please contact the Data Protection Officer for the Cambridge colleges by email at college.dpo@ois.cam.ac.uk, or via the Office of Intercollegiate Services Ltd, 12B King's Parade, Cambridge, CB2 1SJ.

If you remain unhappy with the way your information is being handled, or with the response received from us (including from the Data Protection Officer for the Cambridge colleges), you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF ([Information Commissioner's Office \(ICO\)](#)).

ANNEX

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

A. Maintaining a formal record of your academic progress and achievements at th

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us.

This Data Protection Statement was last revised and adopted by the Council on 22 January 2018.