

Data Protection Statement of Sidney Sussex College: Applicants (Undergraduate)

This statement explains how Sidney Sussex College handles and uses information we collect about our undergraduate applicants.¹

The controller for your personal information is Sidney Sussex College, Cambridge CB2 3HU. The Data Protection Officer for the College is the Office of Intercollegiate Services 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 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 information, is the College's Data Protection Lead. All correspondence relating to this Data Protection Statement must be addressed to the College Data Protection Lead, Sidney Sussex College, Cambridge CB2 3HU or DataProtection@sid.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. You may ask us to explain our rationale at any time.

What is 'personal information'?

'Personal information' means any information which relates to or identifies you as an individual.

Who will process my personal information?

The information provided here applies to the use, sharing and disclosure of your personal information by Sidney Sussex College and the collegiate University as part of the admissions process. Please note that the University and each of the Colleges are separate legal entities for these purposes. The University and the individual Colleges work together closely and share the personal information you provide in your application in accordance with agreed protocols.

At Sidney Sussex College, we adhere to the collegiate University's protocols for data processing, and this statement outlines our use of personal data, including sharing data with other entities (such as the Faculties and Departments of the University, and other Colleges within the University).

What personal information will be processed?

For applicants to undergraduate degree courses:

The College and the collegiate University will use the details you provide on your UCAS application and Supplementary Application Questionnaire (SAQ) (and on the Cambridge Online Preliminary Application, COPA, if applicable). We also use the supporting documents requested in the SAQ and additional details provided by an applicant or referee, including any extenuating circumstances, disability adjustments required, and any other additional correspondence received submitted directly to the College, and recorded following any interview process. For certain courses (notably those such as Medicine leading to professional qualifications), we will also conduct screening checks for safeguarding purposes.

¹ In the rest of this document, "the College", "we" and "our" refer to Sidney Sussex College; and "you" and "yours" refers to our undergraduate applicants.

What is the purpose and legal basis of the processing?

The College and the University will process the personal information provided on your application and the other information referred to above for the purposes of identifying you, processing your application, verifying the information provided, deciding whether to offer you a place for the course you have applied for, and communicating that outcome (together with any feedback requested by you or your UCAS referee).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.
- For equal opportunities monitoring.
- To help us to make reasonable adjustments for any disability, as requested by you. To allow us to consider any future accommodation requirements.
- To provide statutory returns required by applicable legislation.
- For research and statistical purposes, but no information which could identify you will be published.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application to study with us), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. admissions research). We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Admissions decisions are not automated.

Who will my personal information be shared with?

As well as circulating your application and related materials to the appropriate staff at the College and within the collegiate University, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Where relevant and as required and/or notified to you, your school/college or training organisation. Your examination boards or awarding bodies.
- Your student support assessment body.
- Your funders and/or potential funders (including, as relevant, the Student Loans Company, the Gates Cambridge Trust and the Cambridge Commonwealth, European and International Trust).
- In the case of international applicants, the British Council or appropriate agencies.
- Where relevant and as required, UK Visas and Immigration in order to act as your sponsor for visa purposes.
- Where relevant and as required, governmental bodies including local authorities, the Home Office, and the Department for Work and Pensions and its agencies.
- Other Higher Education organisations, in order to assist with tracking and research into access to Higher Education.
- Companies or organisations providing specific services to, or on behalf of, the University and/or one or more Colleges.

How can I access my personal information?

You have the right to access the personal information that is held about you by the College and the collegiate University, by making a subject access request. Details about how to make such

a request can be found on our website.²

You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

How long is my information kept?

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your student record: details on the retention of student records at Sidney Sussex can be found on our website.³ If you are unsuccessful, your information will be normally kept for one year after the completion of the application process.

Date: May 2018
Author: College Data Protection Lead

² <https://www.sid.cam.ac.uk/about-sidney/published-information/data-protection-and-freedom-information>

³ <https://www.sid.cam.ac.uk/about-sidney/published-information/data-protection-and-freedom-information>