



How we use your personal information

-- *The Robinson College Graduate Society or Middle Combination Room (MCR)*

This statement explains how the MCR (“we” and “our”) handles and uses data it collects about its members for processes relating to the operation and activities of the association.

When changes are made to this statement, we will publish the updated version to our website.

The controller for your personal information is the MCR. The person 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 president.

The normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the society to run effectively and efficiently. Where we process your personal information outside of the purposes listed in this statement, we will seek your explicit consent to do so in advance. You may ask us for further information on these matters at any time if you have specific concerns.

How your data is used by the association

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

- A. maintaining your personal details (i.e. your name, photograph, relevant College identifiers and preferred contact details), including ensuring effective communications with you;
- B. maintaining financial records (i.e. payment of fees to the society);
- C. maintaining a formal record of your activities within the society;
- D. aiding in providing pastoral care;
- E. maintaining data to enable the association to undertake research into its own activities and/or to manage complaints made to us.
- F. collecting background information, including IP address, date and time of connection, pages visited; and employing cookies on our website to provide and monitor the usefulness of our website and ensure it is kept secure.

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

How we share your personal data

- Personal data is not normally shared outside of the society and its members. We share some of your personal information with the College, only where there is a specific need to, including name and contact details of Committee Members, Presidents of clubs and societies.

- We share some of your personal data (e.g. name, dietary requirements) with other colleges' Swap Officers for the purposes of noting your attendance and accommodating any special requirements.
- We use College IT facilities to store electronic copies of personal information.
- We use a third party service, Google Analytics, to collect standard internet log information and details of your visitor behaviour patterns. We do this to find out, for example, the number of visitors to each page of our website. Their data protection statement can be accessed at <https://privacy.google.com/businesses/compliance>

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the College or a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where possible, we will notify you of our intention to share such information in advance.

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 an officer of the society.

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: 2018-09-18
CJV & EJB*