



## **Data Protection Statement of Sidney Sussex College: Pre-applicants (Undergraduate)**

This statement explains how Sidney Sussex College handles and uses information we collect about our event participants, prospective event participants on pre-undergraduate events and initiatives.<sup>1</sup>

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](mailto: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.

### **How will my personal information be used?**

The personal information that you give us when you register an interest in, or sign up for, or otherwise engage with, pre-undergraduate admissions events/activities/updates will be processed and held by, and may be shared within, Sidney Sussex College, and the University of Cambridge (including its Departments and Faculties, and also its individual Colleges, each of which is a separate legal entity – hereafter “the University”, “we” or “us”) for the purposes of:

- organising events/activities, including event selection;
- tracking future outcomes of event participants, including applications to the University and other Higher Education Institutions;
- monitoring and research including (but not limited to) evaluation of the impact of events/activities (including events not organised by the College or collegiate University);
- producing statistics, including event application and participation numbers, and participant outcomes; and
- sending you additional information about the College and University, as well as helpful resources relating to applying to Higher Education, by email, post, phone or text message.

We consider the processing of your personal information for the above purposes to be necessary for the performance of tasks we carry out in the public interest (i.e. running events to promote access to Higher Education, informing students of their educational options, increasing educational attainment, and carrying out related evaluation, tracking and research)

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<sup>1</sup> In the rest of this document, “the College”, “we” and “our” refer to Sidney Sussex College; and “you” and “yours” refers to event participants, prospective event participants on pre-undergraduate events and initiatives.

or necessary for the pursuit of our legitimate interests in attracting applicants to the College and the University. We only send you additional information about the University by electronic means if you wish to receive this. We may use carefully selected third party service providers to run event bookings, or to contact you by email or text message. Information about third party service providers, including their own privacy policies, can be found at:

Qualtrics: <https://www.qualtrics.com/privacy-statement/>

HEAT: Privacy statement not available online, contact [data@heat.ac.uk](mailto:data@heat.ac.uk)

UCAS: <https://www.ucas.com/corporate/about-us/privacy-policies-and-declarations/ucas-privacy-policy>

HESA: <https://www.hesa.ac.uk/about/website/privacy>

### **Who will my personal information be shared with?**

We may share your personal information with third parties (including your school/college, partner(s) with whom we may have collaborated to organise and/or evaluate this event, the Universities and Colleges Admissions Service (UCAS), the Higher Education Statistics Agency (HESA), the Department for Education, the Higher Education Access Tracker (HEAT), any third parties managing HEAT's database, and HEAT service subscribers and approved researchers) for the same purposes as listed above, and also for storage. Please note that only certain events/initiatives involve sharing your personal information with HEAT and related parties.

The College, collegiate University and third parties may publish aggregated data based on personal information from event applicants and/or participants, including analysis and research utilising these data, but the data will be anonymised and no information which could identify you will be published.

On occasion, the above types of use and sharing may involve the transfer of your personal information outside of the European Economic Area (e.g. to run an overseas event, or to use a service provider based overseas). These transfers are always carried out with appropriate safeguards in place, such as proper contracts, to ensure the confidentiality and security of your personal information.

### **How long will my personal information be kept for?**

If you attend any particular event/activity, we will only retain certain detailed information that we need for the purposes of event/activity administration for as long as necessary to serve that purpose. In order to conduct long-term evaluation, tracking and research about access to Higher Education, and in relation to certain events/initiatives only, we will retain some of your key personal information as follows:

- until the end of the academic year in which you reach the age of 30 (or, if you are a mature student, for 10 years from the point you provide it);
- if you enter Higher Education within this time, until 15 years after you graduate.

After these periods, any personal information will be removed from our records, but we may continue to retain and process your information in an anonymised form.

## **Further information**

For more information about how the collegiate University handles your personal information, and your rights under data protection legislation, please see <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>.

Please contact us if you have any queries about this data protection statement ([admissions@sid.cam.ac.uk](mailto:admissions@sid.cam.ac.uk))

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