



Data Protection Statement of Sidney Sussex College: Visitors of the College's website

This statement explains the default way in which Sidney Sussex College handles and uses personal information we collect when you visit the College website.¹ When you interact with the College for a specific purpose (e.g. as a prospective or current student, as a previous student, as a member of the College or as a visitor to the College), other data protection statements may apply to you, and explain our management of your personal information in that setting. The College's Data Protection Statements for specific categories of data subjects are published on its website.² When you enter your personal information into an on-line form for any specified purpose, you will be told about the use we will make of that information (e.g. to send you newsletters or to enable your attendance at an event).

The Data 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 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 information, is the College 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.

We collect and process your personal information for operating and improving our webpages, analysing their use and ensuring the security of our website.

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.

We also collect the request made by your browser to the server hosting the website which includes the IP address, the date and time of connection and the page you ask for. We use this information to ensure the security of our websites. Detailed logs are kept for 4-5 weeks and automatically refreshed, with personal data beyond the retention period deleted. Abstract and analytic logs are kept for reporting purposes for as long as required. We may use and disclose it as necessary in the event of a security concern or incident. More technical details, including information about our use of cookies, are published on the College website.³

If you have concerns or queries about any of the above, please contact the College Data Protection Lead at the address given above.

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

² <https://www.sid.cam.ac.uk/aboutus/publications/dataprot/>

³ <https://www.sid.cam.ac.uk/aboutus/publications/dataprot/>

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

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office.⁴

Date: May 2018
Author: College Data Protection Lead
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⁴ <https://ico.org.uk/concerns/>