



Data Protection Statement – Student Competition Entrants

How we use your personal information

This statement explains how Trinity Hall (“the College”, “we” and “our”) handles and uses information we collect about student competition entrants who are studying at the University of Cambridge (the “University”) at the time a competition entry is submitted. For the purposes of this statement the term students includes undergraduate and postgraduate students. In broad terms, we use your personal information to manage the ongoing relationship between the College and you for the duration of the competition which you are entering. This includes managing your competition entry through any long-listing and judging processes, and, for successful entrants, through any prize giving events.

When changes are made to this statement, we will publish the updated version on our website and notify you, if you are an entrant in a current competition, by other communications channels as we deem appropriate or necessary.

The controller for your personal data is Trinity Hall, Trinity Lane, Cambridge, CB2 1TJ. 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 data, 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 Compliance Officer compliance@trinhall.cam.ac.uk

The lawful basis for processing your personal information is that it is necessary in the performance of one or more contracts with us, including entering a College competition. We may have commitments to other external bodies (particularly the University of Cambridge) as part of those contracts, and we outline below (see “*How we share your personal information*”) how and when we ordinarily will share your personal information. For some specific purposes, we may rely on another legal basis, including where we are required for compliance with a legal obligation (e.g. equal opportunities monitoring), or where we believe it is in our legitimate interest to do so (e.g. to enable your access to external services). You may ask us for further information on these matters at any time if you have specific concerns.

How your information is used by the College

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

- maintaining your personal details, including ensuring effective communications with you throughout the competition process;
- maintaining a record, where appropriate, of any particular personal needs you require to participate fully in any College competition;
- maintaining data to enable the College to produce statistics and research for internal and statutory reporting purposes.

Further details are provided in the Annex. If you have concerns or queries about any of these purposes, please contact the Compliance Officer compliance@trinhall.cam.ac.uk.

Please note that if you engage with us for any other purpose (e.g. you work for us, or volunteer for us), there are additional data protection statements that you will be provided with for those other purposes, usually at the first point of engagement.

How long we keep your information for

The Annex outlines specific retention periods for certain categories of information: most of these are determined by legal requirements relating to that specific information.

The College publishes a data retention schedule, which is available on request from the Compliance Officer.

How we share your personal information

Within the College

We share the following information with relevant people within the College:

- name, address and contact details;
- student status (e.g. undergraduate or postgraduate);
- year of entry to the University and anticipated year of graduation;
- Department and College affiliation;
- Records of your competition entries;
- Any particular personal needs you require to participate fully in a College competition;
- data to enable the College to produce statistics and research for internal and statutory reporting purposes.

Again, this is considered necessary for College competitions to operate smoothly but you can request a greater level of privacy by contacting the Compliance Officer compliance@trinhall.cam.ac.uk.

The College may take photographs of its competition prize winners at any prize giving events. These are widely used within the College and may be on public display.

Otherwise, the College restricts the sharing of your personal information within the College on a

need-to-know basis.

With the University

By being a member of a College and registering for a course of study, you are automatically a member of the University of Cambridge. The academic and student support arrangements between the College and the University of Cambridge are complex and varied depending on your course and level of study. The University and its partners (including the College) have a data sharing agreement to govern interactions between themselves and information transfers in both directions, as well as a shared student record system and database.

The personal information shared with the University will include only that which is necessary in connection with your entry in a College competition. Where possible, the College will notify you of its intention to share such data in advance.

The University is a separate legal entity to the College and has its own statement about your personal information and its procedures, which you can view at: <https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data>.

With third parties outside of the College or University

The College routinely shares information with, and receives information from, external members of the judging panel, where appropriate.

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

We may also provide personal information to agencies and trusted advisers in order to receive professional advice or guidance in relation to a number of matters (examples of such advice include legal services) or to provide services to you through a third party on our behalf. In such circumstances, data sharing agreements are in place to ensure your personal information is not retained by them for longer than necessary or otherwise shared more widely.

The College may share information with third parties abroad as part of arrangements related to your competition entry (e.g. external members of the judging panel resident outside the United Kingdom). In most cases, this will be related to the operation of a contract.

Publication of your personal information

We would not normally make your personal information publicly available without your consent.

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 to the relevant College staff in the first instance. If you need further guidance, please contact the Compliance Officer using the details given above.

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.

Annex

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

- A. maintaining your personal details, including ensuring effective communications with you;

We retain personal information (provided by you, or created by us), including:

- i) your current name and any previous names you have had;
- ii) unique personal identifiers (e.g. student number, CRSID,);
- iii) your current and previous contact details;
- iv) your student status (e.g. undergraduate, postgraduate);
- v) your year of entry to the University and anticipated year of graduation
- vi) your Department and College affiliation.

- B. maintaining a formal record of your entries in College competitions;

We retain personal information (provided by you or created by us), including:

- i) your competition entries, our assessment of your entry(s) and the details of any prize(s) of study we have awarded;

Where an award or prize is provided by an external sponsor, we will normally share details about you and your competition entry with them. Details of prizes provided by the College and external sponsors are also published in the Trinity Hall Review.

- C. maintaining a record, where appropriate, of any particular personal needs you require to participate in College competitions (including any support needs that are, or have been, provided by the College during the competition process):

We retain personal information (provided by you or created by us), including:

- i) details of any disability, illness, and any consequent learning support, social support or other support needs;
- ii) details of any serious risks affecting you (e.g. severe allergies);
- iii) other information to support your health, safety and wellbeing.

All personal information will be managed in line with our confidentiality policy. We recognise that much of the personal information outlined above is of a sensitive nature and requires a high level of discretion. Wherever possible, we will discuss and agree with you in advance with whom and when we share this information, but reserve the right to disclose information to others in matters relating to significant risks to your health and safety or the health and safety of others.

Most information is normally retained for up to one year after you complete your studies. Some information may, when deemed appropriate, be retained for a longer period in line with the College data retention schedule. Information relating to competition winning entries will be retained and archived in perpetuity.

- D. maintaining data to enable the College to produce statistics and research for internal and statutory reporting purposes.

It is difficult to provide a comprehensive list, but we retain personal information (provided by you), including:

- i) information relating to “equal opportunities” (e.g. nationality, ethnicity, religious and other beliefs, gender, sexuality, age) in order to fulfill legal requirements of the College or the University;

If you have concerns or queries about any of these purposes, please contact the Compliance Officer compliance@trinhall.cam.ac.uk.