



Data Protection Statement – College website users

How we use your personal information

This statement explains how Trinity Hall (“we” and “our”) handles and uses information we collect when you visit the College website – www.trinhall.cam.ac.uk. Where you engage with the College for another 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), there are other data protection statements to explain our management of your personal information – see <https://www.trinhall.cam.ac.uk/about/college-governance/data-protection/>. Where you enter your personal information into an online 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 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, Sheila Hunter, compliance@trinhall.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.

Like most other websites, this site automatically logs certain information about every request made of it. This information includes the name of the domain from which you access the internet, the date and time you access the site and the internet address of the website from which you linked to our site. It is used for system administration, for bug tracking, and for producing usage statistics. The logged information may be kept indefinitely. This site runs Google analytics, which uses cookies for tracking visitors to the site. This is to gain more complete data on site use and will support ongoing web page development. For information about how we use cookies on our website, please see the Cookie Policy section of our Website Policy at <https://www.trinhall.cam.ac.uk/about/college-governance/website-policy/>.

Relevant subsets of this data may be passed to computer security teams as part of investigations of computer misuse involving this site or other computing equipment in the College. Data may be passed to the administrators of other computer systems to enable investigation of problems accessing this site or of system misconfigurations. Data may incidentally be included in information passed to contractors and computer maintenance organisations working for the College, in which case it will be covered by appropriate non-disclosure agreements. Otherwise the logged information is not passed to any third party except if required by law. Summary statistics are extracted from this data and some of these may be made publicly available, but those that do not include information from which individuals could be identified.

A few pages containing fill-in forms are provided on this site. The pages containing these forms include information on how data submitted on them will be processed and used.

We provide links to other servers which may contain information of interest to our readers. We take no responsibility for and exercise no control over the organisations, views or accuracy of the information contained on other servers.

If you have concerns or queries about any of the above, please contact us at compliance@trinhall.cam.ac.uk.

Your rights

You have the right:

- to ask us for access to, rectification or erasure of your data;
- to restrict processing (pending correction or deletion); and
- to ask for the transfer of your data 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 at <https://ico.org.uk/concerns/>