



**St Cuthbert's Society**  
Junior Common Room

St Cuthbert's Society JCR  
12 South Bailey  
Durham  
DH13EE

## **PRIVACY NOTICE**

**This privacy notice tells you what to expect when St Cuthbert's Society JCR collects personal information.**

### **Who we are**

St Cuthbert's Society JCR is a registered Charity. Our registered charity number is 1168134 and we are registered to St Cuthbert's Society JCR, 12 South Bailey, Durham, DH13EE. We are not required to have, and have not appointed, a Data Protection Officer.

### **What is your Personal Data?**

Personal data is information that says something about you as an individual, so it would normally include your name, and/or contact details. Personal Data can be information kept manually and digitally.

### **It applies to information we collect about:**

- Our members and employees
- People who use our services
- People who give us feedback, make suggestions, complete questionnaires, polls or make complaints
- Suppliers and agents
- Job applicants and our current and former employees

As a member of St Cuthbert's Society JCR, we may be required to process your data but do not share any of your data with third parties.

### **St Cuthbert's Society JCR processes personal data for the following reasons:**

- Administration of Membership Records
- Accounts and records
- The day-to-day running of the JCR

**Use of data is compliant with the Data Protection Act 1998 and specifically with the 8 data principles that are set out within it:**

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless at least one of the conditions in Schedule 2 is met and in the case of sensitive personal data, at least one of the conditions set out in Schedule 3 or either of the two Statutory Instruments below is met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### **Types of Information We Collect and Information Provided by You**

- If you are a member of St Cuthbert's Society, your details will be automatically held by the JCR in its membership database, unless you have opted out of JCR membership. These details include your full name and academic year group.
- St Cuthbert's Society JCR make every effort to ensure the data we hold is accurate and up to date; however, we cannot be held responsible for any inaccurate personal details if you do not inform us of changes.
- We do not gather any personal information when you visit our website, cookies are not in use.
- For voting in JCR elections, you will use your University log in and thus your password is not stored on our website or by St Cuthbert's Society JCR in any form.
- Members of the JCR who volunteer in the library will have access to your library records if you use the St Cuthbert's Society Library

### **We collect Personal Information from you at the following points:**

- When you register for purchases of tickets for events (name, email, DOB and phone number if attached to FIXR account);
- When you run for a position in the JCR (information completed on a return form);
- If you make 'stash' purchases, we will record your billing address, email and purchase items however we do not record your payment card details;

- If you email us directly to provide us with feedback, or to ask us a question;
- If you submit an official complaint;
- Any personal information disclosed in an email to any cuths.com web addresses;
- Account details used to submit a reclaim form on the JCR website;
- To run the college families scheme;
- If you hold any position in the JCR;
- If you submit information onto the housing sharing database.

### **Disclosure of Personal Information**

- Your personal information will not be sold, traded, or rented to individuals or other entities. However, we may need to share your Personal Information with third parties such as St Cuthbert's Society. These third parties are required not to use your Personal Information other than to provide the services requested by St Cuthbert's Society JCR.
- We may disclose your Personal Information if we believe in good faith that such disclosure is necessary to:
  - Comply with any relevant legal obligations or
  - Protect and defend the rights or property of St Cuthbert's Society JCR

### **Data sharing agreement with Durham University**

- We have a data sharing agreement with Durham University
- This agreement can be shared upon request

### **Security of Your Personal Information**

- While we strive to protect your Personal Information, e-mail and the Internet are not secure means of correspondence and we therefore advise that personnel details are not shared this way.

### **Storage of Personal Information**

- All Personal Information is stored on cuths.com emails and web drives which are all password protected and run by Executive Committee Members.
- Any manual Personal Information is locked and stored safely in the Exec office and Presidents' Flat
- All Personal Information, electronic or manual, will be deleted after 5 years. This excludes information submitted to the Housing Database on the JCR website.

### **Job applicants, current and former JCR employees**

- When individuals apply to volunteer for St Cuthbert's Society JCR, we will only use the information they supply to us to process their application.
- This includes applications to be an Open Day Representative, Freshers' Week Representative or any JCR position that is selected via interview.
- Personal information about candidates will be held for up to 12 months after the recruitment exercise has been completed, it will then be destroyed or deleted.

### **Subject Access Request**

- At any time you can ask to see the data we hold on you. This is called a 'Subject Access Request'. We will respond to such a request in line with relevant legislation.

### **Further Questions**

- If you have any questions on data protection and how we process your data, these should be addressed to the JCR President.