

Web Users Policy

Use of your personal information

Lucy Cavendish College is committed to the proper management of personal data.

What information do we collect?

We collect background information about you when you use our website, including your IP address, date and time of connection and the pages you visit. We also employ cookies on our websites. The legal basis for processing your personal information is that it is our legitimate interests to provide and monitor the usefulness of our website and to ensure it is kept secure.

In addition, we ask for specific personal information from you for the services outlined on the website. When you create an account, we ask you to provide your: name, e-mail address, CRSID (If a member of the University of Cambridge), telephone number, organisation name, address, not-for-profit status, credit card information. The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide the stated services to you.

What do we use your information for?

To provide you with the following services: signing up for newsletters, booking Formal Hall, making payments for catering and/or accommodation.

How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information when you open an account or make a booking.

Data retained by the College is kept on secure servers and shared only with staff that are directly involved with the running of our services. Account data as described above is held for a period of seven years from creation and then permanently deleted.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personal information. This does not include trusted third parties who assist us as noted above in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

Your rights

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 at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

Contact

The controller for your personal information is Lucy Cavendish College, Lady Margaret Road, Cambridge, CB3 0BU. 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 data, is the Bursar, Lesley Thompson (dataprotection@lucy-cav.cam.ac.uk).

Last updated: May 2018
Review date: June 2019
Kate Coghlan