

# **Peterhouse Data Protection Statement**

## **Applicants for Graduate Studentship Awards 2019**

### **How we use your personal information**

This statement explains how Peterhouse (“we” and “our”) handles and uses information we collect about applicants (“you” and “your”) for graduate studentship awards.

The controller for your personal information is Peterhouse, Trumpington Street, Cambridge, CB2 1RD. 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 College Data Protection Lead [[dpl@pet.cam.ac.uk](mailto:dpl@pet.cam.ac.uk)].

The College will process the personal information provided on your application for the purposes of identifying you, processing your application, verifying the information provided, deciding whether to offer you an award, and communicating that outcome.

### **How your data is used by the College**

Your data is used by us in the first instance solely for the purposes of considering your suitability for an award and for us to manage our selection processes.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above.

The College holds the following personal data relating to you, in line with the purposes above:

- A\* personal details, including name, contact details (phone, email, postal);
- B\* your application form and associated information submitted by you at that time;
- C other data relating to your application (including references we take up as part of the application process;
- D\* information relating to your age, nationality, gender;
- E any correspondence relating to the outcome of the competition process (either successful or unsuccessful).

Those marked with an \* relate to information provided by you. Other data and information is generated by us or, where self-evident, provided by a third party.

### **Who we share your data with**

We share relevant personal data with our sub-contracting agent for HR services. Information is not shared with other third parties without your written consent. Generally, personal data is not shared outside of the European Economic Area.

If you are successful in your application, the data is subsequently held as part of your student record. Please also see the Data Protection Statements for Applicants [Data Protection Statement - Applicants.pdf](#) and Students [Data Protection Statement - Students.pdf](#).

If you are unsuccessful in your application, we retain all data and information for no more than eighteen months after the closing date of the application process.

### **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.

Failure to provide the information reasonably requested of you may result in an automatic disqualification from the competition process.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

*Last updated: 19.11.2018 JS*