

Peterhouse Data Protection Statement – Visiting Student Applicants

This sheet provides information about the use of personal information provided by applicants to be Visiting Students at Peterhouse in the University of Cambridge.

1. What is ‘personal information’?

‘Personal information’ means any information which relates to or identifies you as an individual.

2. Who will process my personal information?

The information provided here applies to the use, sharing and disclosure of your personal information by Peterhouse (“the College”, “we” and “our”) and the University of Cambridge (<http://www.cam.ac.uk/>) as part of the application process. Please note that Peterhouse and the University are separate legal entities for these purposes. Peterhouse and the University work together closely and share the personal information you provide in your application in accordance with agreed protocols. If you are offered a place to study at Peterhouse then the processing of your personal information will be covered by the data protection statement for Students, which can be found at https://www.pet.cam.ac.uk/data_protection_statement_-_students.pdf.

3. What personal information will be processed?

The University and the College will use the details you provide on your application form, together with additional details provided by any referee and recorded following any interview process.

4. What is the purpose and legal basis of the processing?

The College will process the personal information provided on your application and the other information referred to above for the purposes of identifying you, processing your application, verifying the information provided, deciding whether to offer you a place for the course you have applied for, and communicating that outcome (together with any feedback).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.
- For equal opportunities monitoring.
- To help us to make reasonable adjustments for any disability, as requested by you.
- To allow us to consider any future accommodation requirements.
- To provide statutory returns required by applicable legislation.
- For research and statistical purposes, but no information which could identify you will be published.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application to study with us), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. admissions research). We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Admissions decisions are not automated.

5. Who will my personal information be shared with?

As well as circulating your application and related materials to the appropriate staff at the College and the University, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Where relevant and as required and/or notified to you, your school/college or training organisation.
- Your examination boards or awarding bodies.

- Your student support assessment body.
- Your funders and/or potential funders (including, as relevant, the Student Loans Company, the Gates Cambridge Trust and the Cambridge Commonwealth, European and International Trust).
- In the case of international applicants, the British Council or appropriate agencies.
- Where relevant and as required, UK Visas and Immigration in order to act as your sponsor for visa purposes.
- Where relevant and as required, governmental bodies including local authorities, the Home Office, and the Department for Work and Pensions and its agencies.
- Other Higher Education organisations, in order to assist with tracking and research into access to Higher Education.
- Companies or organisations providing specific services to, or on behalf of, the University and/or one or more Colleges.

6. How is my personal information used if I am accepted?

If you are accepted, we will use your personal information for the purposes described at <https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data> and on the website of the College, as amended from time to time. Further information about this will be provided in your offer of admission.

If you are accepted, the University will also return data about you to the Higher Education Statistics Agency (as described on HESA's website at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>) and other external agencies and funding bodies, as required.

7. How can I access my personal information?

You have the right to access the personal information that is held about you by the College or the University. Further details are set out on the University's data protection webpages at <https://www.information-compliance.admin.cam.ac.uk/data-protection/subject-access-request>.

You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

8. How long is my information kept?

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your student record (and it may be used as part of our assessment of any future application you make for further studies at Cambridge). The Data Protection Statement for Students can be viewed at https://www.pet.cam.ac.uk/data_protection_statement_-_students.pdf.

If you are unsuccessful, your information will normally be kept for a maximum of one year after the completion of the application process, and will then be destroyed.

9. Who can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please speak to the Peterhouse Admissions Office in the first instance. If you need further guidance, please contact the College Data Protection Lead, dpl@pet.cam.ac.uk. If you are not happy with the response from us, you may contact the statutory Data Protection Officer, college.dpo@ois.cam.ac.uk.

10. How do I complain?

If you are not happy 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 (<https://ico.org.uk/>).