



# How we use your personal information

## -- *Applicants (student)*

This statement explains how Magdalene College (“the College”, “we” and “our”) handles and uses information provided by applicants to the University of Cambridge. The University and the individual Colleges work together closely and share the personal information you provide in your application in accordance with agreed protocols. The University of Cambridge and Cambridge Colleges provide information on how your personal information is used at <https://www.information-compliance.admin.cam.ac.uk/data-protection/applicant-data> this information also relates to how Magdalene College handles and uses the information except for the areas below:

### **How your personal information is used if you are accepted**

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

### **Access to your personal information**

You have the right to access the personal information that is held about you by us or the University. If you have any questions about how your personal information is used by us, or wish to exercise any of your rights, contact the Assistant Bursar using the details given below. To contact 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.

### **How long we keep your information for**

The College publishes a data retention schedule, which you can access at: <https://www.magd.cam.ac.uk/data-retention-schedule>

### **Contact details**

The controller for your personal information is the Magdalene College, Cambridge CB3 0AG. 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](mailto: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 information, is the Assistant Bursar, Mrs H Foord, [assistant.bursar@magd.cam.ac.uk](mailto:assistant.bursar@magd.cam.ac.uk)



**Magdalene College**  
**University of Cambridge**

## **Complaints**

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/>).

*H Foord*

*Last updated: 17 May 2018*

*Approved by: Governing Body    Date: 17 May 2018*