

Adopted by Governing Body: March 2021
Review Date: Lent Term 2024

Adopted by Governing Body in March 2021
Review Date: Lent Term 2024

Note

Current Version Adopted by Council: May 2017

Review Date: May 2023

Committee Ownership: Council

Adopted: March 2021

Review Date: Lent Term 2024

Adopted by Council: February 2020
Review Date: Michaelmas Term 2023

Adopted by Council: November 2019
Review Date: Michaelmas Term 2023
Committee Ownership: Finance Committee

Adopted by Council: May 2023
Review Date: Easter Term 2026

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How your data is used by Murray Edwards College

the employment contract

fulfill our statutory legal obligations

address, NI number)

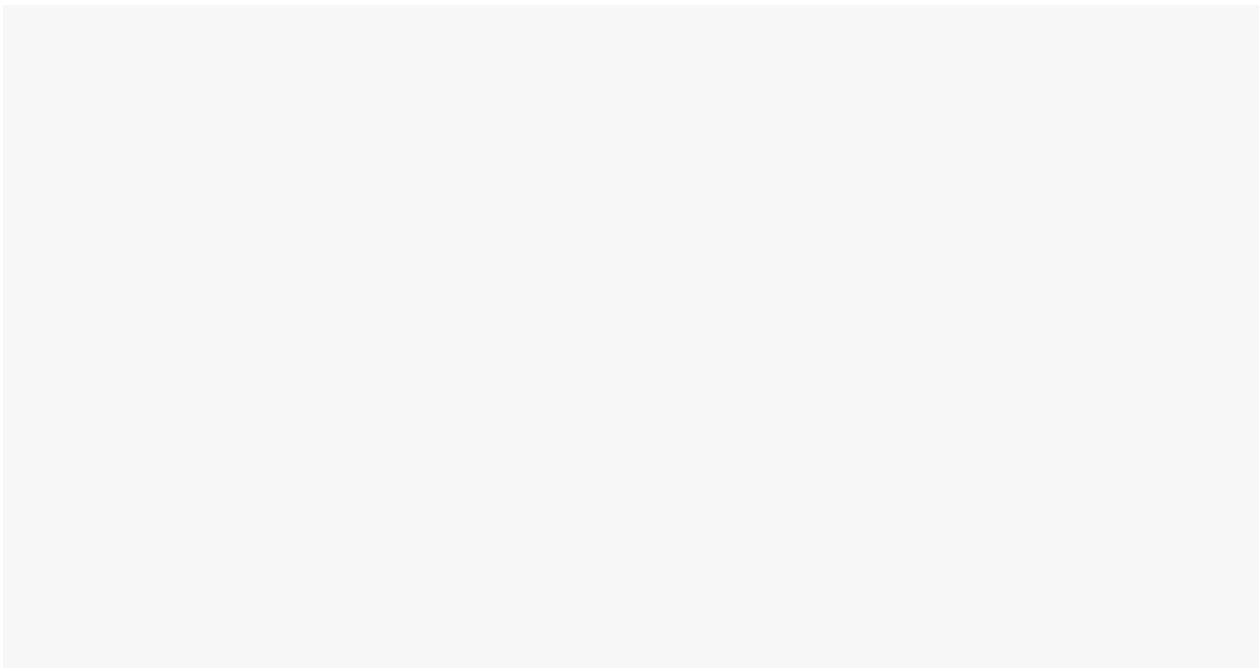
(full name, date of birth, gender, postal

passport, birth certificate, visa

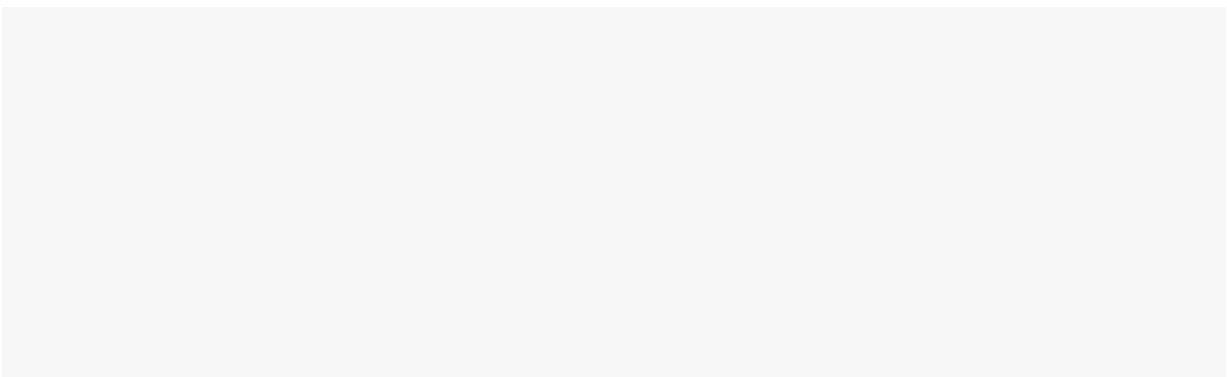
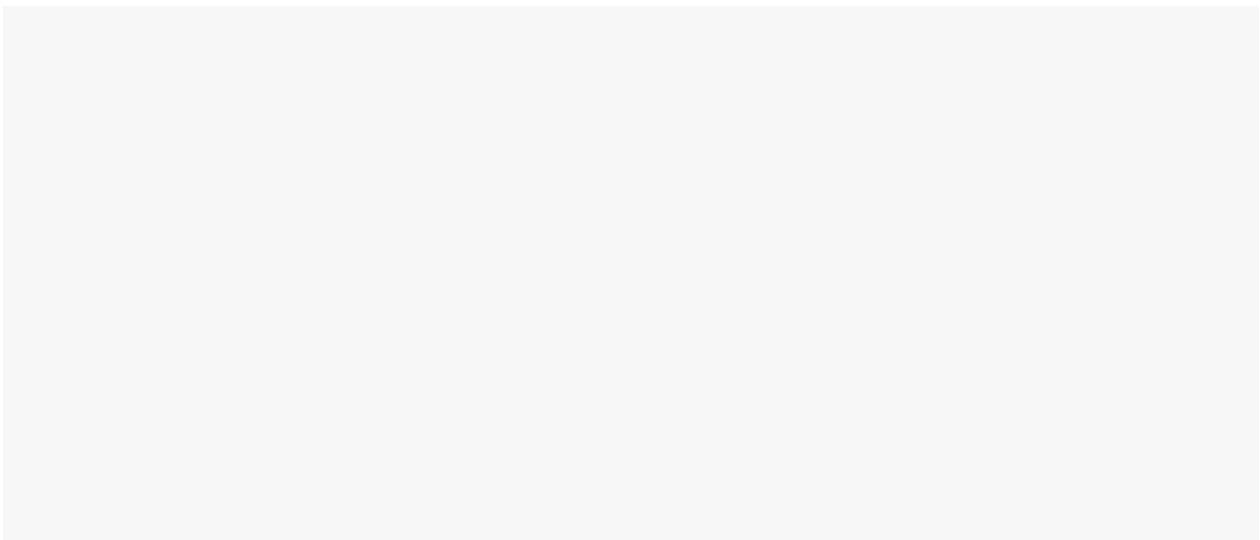
- o *your recruitment documents* and information (including your application documents);*

o

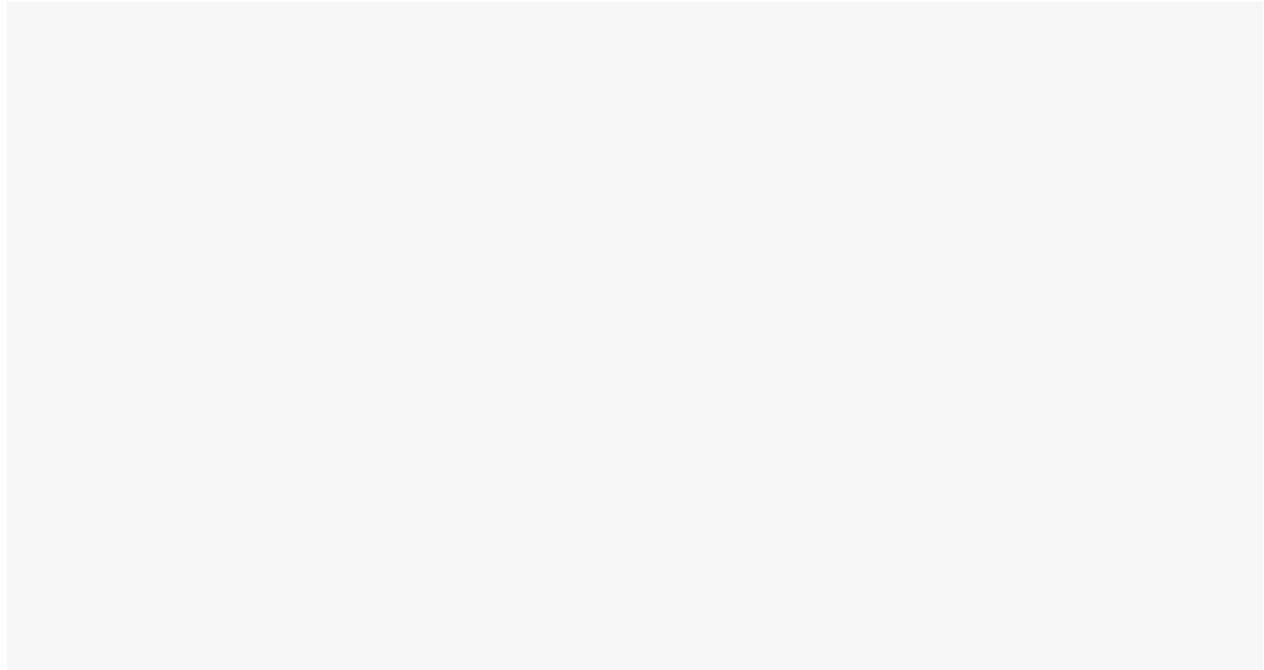
- *your training and development requirements, requests and qualifications**



How we store your data



How your data is used by Murray Edwards College

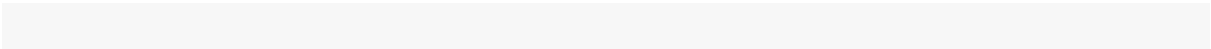


address, NI number

full name, date of birth, gender, postal

passport, birth certificate, visa

**Data marked above and below with an * relate to information most probably provided by you, or created in discussion and agreement with you. Other data and information is generated by the College or, where self-evident, provided by a third party.*



processing of such data on condition (a) of Article 9(2) of the GDPR as this may be classed as special category data,);

- o your training and development requirements, requests and qualifications**
- o any legal undertaking you may be asked to participate in as part of your role.*
- o online identifiers such as IP address to facilitate remote working.*

- o a photo of you* for the provision of your College security card and for the staff photo board and in some cases the College website;*
- o details of your preferred emergency contact* (name, relationship to you and contact details) so that we can contact them in the event that something happens to you or we can't reach you;*
- o records of your induction programme and its completion;*
- o records of your performance appraisals with your line manager;*
- o records, where applicable, of any investigation or review into your conduct or performance;*
- o records of Health & Safety matters or incidents so that the College can comply with its obligations under Health & Safety law and can maintain a safe and healthy working environment;*
- o records of roles you might undertake on behalf of the College e.g. in the capacity of First Aider;*
- o records of absences from work (including but not limited to annual leave entitlement, sickness leave, parental leave and compassionate leave)*
- o correspondence between you and the College, and between members and staff of the College, regarding any matters relating to your employment and related issues (including but not limited to changes to duties, responsibilities, benefits, your retirement, resignation or exit from College, personal and professional references provided by College to you or a third party at your request).*

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Your rights



Last updated: January 2021, Records Manager

How we use your personal information



How we share your personal information

How your information is used by the College



Your rights

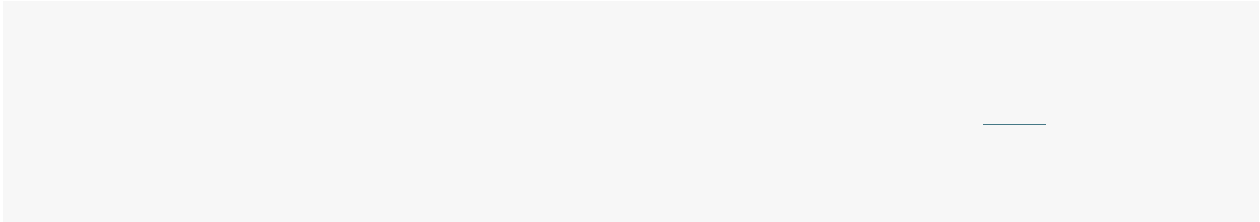


We will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them. We retain this information in our events records for six years after the most recent event we host for you, and for seven years in our financial records (due to statutory requirements). Where we have not hosted an event for you, we will retain

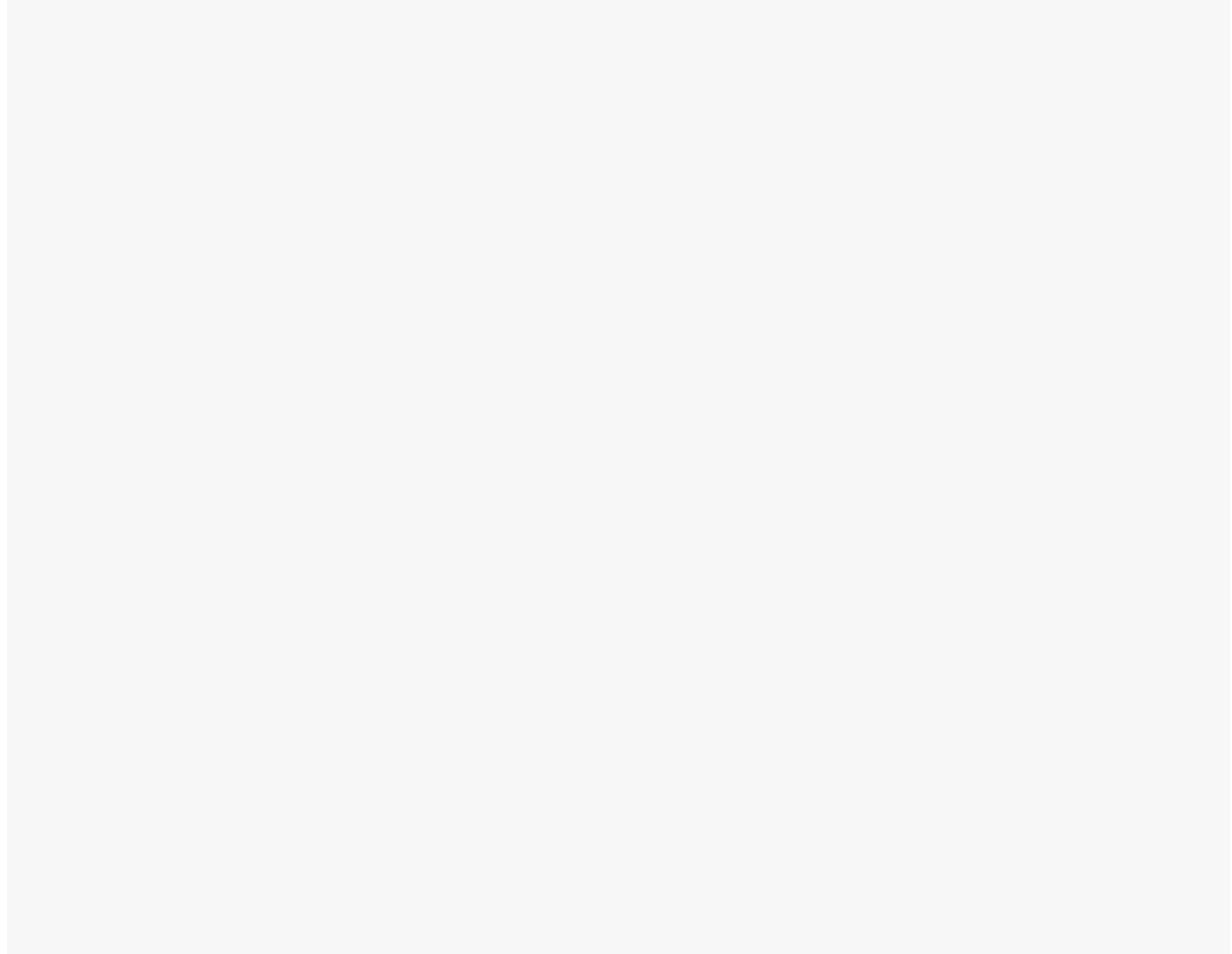
Personal information of delegates of your event

How your data is used by the College

Your rights



How we use your personal information



We use a third party service, Google Analytics, to collect standard internet log information and details of your visitor behaviour patterns. We do this to find out, for example, the number of visitors to each page of our website.

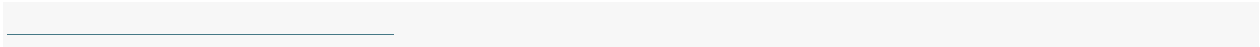
*We use a plugin called Disqus to facilitate the ability for visitors to comment on our news and blog articles. You can read the Disqus Privacy Policy here:
<https://help.disqus.com/terms-and-policies/disqus-privacy-policy>*

We have a shop on our website, which requires personal information for the purpose of billing and delivering purchases only. The shop is powered through a Drupal Commerce plugin for iATS.

There are a number of webforms on our site which require you to provide personal information. This information is used only to fulfil the purpose of the form – for example, to update your details in our alumnae database or to book your place at graduation.

We also collect the request made by your browser to the server hosting the website which includes the IP address, the date and time of connection and the page you ask for. We use this information to ensure the security of our websites and we store it for 7 days. We may use and disclose it as necessary in the event of a security concern or incident.

For information about how we use cookies



I am aware that my daughter/charge will be sharing a room overnight with a girl of a similar age and a current Murray Edwards College student and that she will be taking part in activities organised by the college as well as more informal activities, within and outside College premises, with other students, where she chooses to do so.
