

Data protection statement – website users

General

This statement explains how Christ's College ("the College", "we" and "our") handles and uses information we collect about visitors to the Christ's College websites ("you" and "your"). Where you engage with the College for another purpose (e.g. as a prospective or current student, as a previous student, as a member of the College or as a visitor to the College), there are other data protection statements to explain our management of your personal information. Where you enter your personal information into an online form for any specified purpose, you will be told about the use we will make of that information (e.g. to send you newsletters or to enable your attendance at an event).

The controller for your personal data is Christ's College, St. Andrew's Street, Cambridge CB2 3BU. 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 Information Manager (dpa@christs.cam.ac.uk).

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests, where we have concluded that our interests do not impact inappropriately on your fundamental rights and freedoms. You may ask us to explain our rationale at any time.

When changes are made to this statement, we will publish the updated version on our website and notify you by other communications channels as we deem appropriate or necessary.

Data collected

We collect and process your personal information for operating and improving our webpages, analysing their use and ensuring the security of our websites.

In common with most websites, this site automatically logs certain information about every request made of it (see below for more details). This information is used for system administration, for bug tracking, and for producing usage statistics. The logged information may be kept indefinitely.

Relevant subsets of this data may be passed to computer security teams as part of investigations of computer misuse involving this site or other computing equipment in the University. Data may be passed to the administrators of other computer systems to enable investigation of problems accessing this site or of system misconfigurations. Data may incidentally be included in information passed to contractors and computer maintenance organisations working for the University, in which case it will be covered by appropriate

non-disclosure agreements. Otherwise, the logged information is not passed to any third party except if required by law. Summary statistics are extracted from this data and some of these may be made publicly available, but those that are do not include information from which individuals could be identified.

You should appreciate that a log is a record of what a server sees, not necessarily what was initially sent. If a request is sent via a proxy the log file will show the proxy's address. If someone has forged your address the log file will show your address.

A few fill-in forms are provided on the websites. The pages containing these forms include information on how data submitted on them will be processed and used.

This site may use web "cookies" as part of user authentication (login) and to store information needed by other facilities. To find out more about cookies and how to handle them please visit <https://www.aboutcookies.org/>.

From time to time this site will be running Google analytics, which uses cookies for tracking visitors to the site. This is to gain more complete data on site use and will support the ongoing web review.

Logged data

The following data is automatically logged for each request:

- The name or network address of the computer making the request. Note that under some (but not all) circumstances it may be possible to infer from this the identity of the person making the request. Note also that the data recorded may be that of a web proxy rather than that of the originating client
- The username, when known during authenticated (logged in) access to the site
- The date and time of connection
- The HTTP request, which contains the identification of the document requested
- The status code of the request (success or failure etc.)
- The number of data bytes sent in response
- Referring URL and domain obtained from the contents of the HTTP Referrer header supplied by the browser
- Device type, operating system and browser type based on the content of the HTTP User-Agent header supplied by the browser
- Web pages visited to help gauge engagement and improve navigation
- Geographic location

Logging of additional data may be enabled temporarily from time to time for specific purposes. In addition, the computers on which the website is hosted keep records of attempts (authorised and unauthorised) to use them for purposes other than access to the web server. This data typically includes the date and time of the attempt, the service to which access was attempted, the name or network address of the computer making the connection and may include details of what was done or was attempted to be done.

Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity

for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

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/>).