the Cambridge City Council and other local authorities (to provide evidence of any rights to or exemptions from local services and taxes, including electoral registration and council tax);

your funding providers or sponsors, as agreed with them and/ or you, including the Student Loans Company;

Universities and Colleges Admissions Service (in relation to your application, offer and requirements to meet any offer of study).

We may also be subject to a legal requirement (with or without your consent) to share your personal information with some government agencies under special circumstances (e.g. relating to crime or health and safety), such as the police or security services or other statutory authorities with investigatory powers. Where possible, the College will notify you of its intention to share such information in advance.

We will normally provide confirmation of your qualifications and other academic references to a prospective employer or financial sponsor if it is reasonably clear that it would be in your interests to do so, and we have made reasonable checks to ensure the information is being requested for that purpose.

We may also provide personal information to agencies and trusted advisers in order to receive professional advice or guidance in relation to a number of matters (examples of such advice include legal and audit services, fee status verification services, intercollegiate agreem008871 0 59.320v5rice or guidance in r1.2 rt it would be in yt1

Annex A

We collect and process your personal information, as specified below, for a number of purposes, including:

A. maintaining your personal details, including ensuring effective communications with you;

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

- i) your current name and any previous names you have had;
- ii) unique personal identifiers (e.g. student number, CRSID, date of birth, photograph);
- iii) your current and previous contact details;
- iv) next-of-kin or emergency contacts.

We will assume that you have obtained permission from your next-of-kin or emergency contact for us to hold their information for that purpose.

B. maintaining a formal record of your academic progress and achievements at the College, the University of Cambridge and elsewhere:

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

- i) your application details, our assessment of your application and the details of any offer(s) of study we have made;
- ii) records of your academic provision from the College (including supervisions, College examinations and other academic support);
- iii) matriculation and graduation details and records of your academic qualifications (including those prior to becoming a member of the College):
- iv) other details of your academic progress or achievements (e.g. College or University awards or prizes).

Where an award or prize is provided by an external sponsor, we will normally

will have their own data protection statement (or privacy notice) and we advise you pay close attention to these.

E. maintaining financial records relating to your studies, your funding and other financial support arrangements:

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

i) records of your sources of funding support and tuition fee liabilities and, where relevant, records of your accommodation liabilities and other

- ii) information relating to known relationships with other members (past or present) of the University of Cambridge or any of the Colleges;
- iii) information relating to your rights to live, work and study in the United Kingdom;
- iv) any criminal record that may affect your status as a student of the University or the College;

If you have concerns or queries about any of these purposes, please contact us, or speak to the Senior Tutor.

Annex B

The College shares personal details taken from the student record on CamSIS, numbers, email addresses, postal addresses), academic course details, including start date and anticipated completion dates, date of birth, gender, citizenship, and a photograph across administrative departments within College. This includes the circulation of

beginning and end of the course, respectively; a grid of photographs of all new students with their name and course details; the register for undergraduate students to sig

Student names and details are also included in the reserved business (agenda and minutes) of Committees (e.g. Supplementary Maintenance Committee, Educational Board, Council) who need to take decisions on such matters, including financial hardship awards, College sudlen-GBawrmips an pes Comitee mebeawrmips