**Data Protection Statement**

Jesus College is registered as data controller for all personal data collected in the course of its business. Personal data is securely held by Jesus College under the terms of the Data Protection Act 1998 and will be treated confidentially and with the utmost care and respect.

Jesus College Development Office is keen to ensure that you obtain full value from your lifelong membership of the College, whilst fully complying with all protection that the Data Protection Act 1998 (“the Act”) affords to you.

If you would like to change any information that Jesus College holds about you please e-mail your request to development@cam.ac.uk or telephone  +44 (0) 1223 339301.

Data that you give to the Jesus College (including personal data, collected during your association with the University) by email, by telephone, in person or by postal update will be processed by staff at the College and University Development Office and by agents contracted by the College for purposes directly related to the interests of the College and/or its alumni.

The data will not be disclosed to external organisations other than those acting as contracted agents for the College [for example]. Data provided to the College may be transported and stored outside the EEA, but such movement and storage will take place under appropriate safeguards and security provisions.

From time to time we may request your prior permission to data sharing with other alumni to facilitate the establishment of networking groups. We will always seek permission to do this on a person by person basis.

We may communicate with you in person, by phone, email and mail, except where you have expressed a preference not [not consented] to be contacted in a specific way and your data will be used for the following purposes:

* the distribution of publications
* the sending of emails, which will be tracked and stored and analysed to ensure that we are better able to tailor our communications
* the promotion of benefits and services available to alumni (including those being made available by external organisations)
* notification of events and fundraising programmes (which will, at times, include an element of direct marketing)
* the distribution of information regarding alumni groups
* information about academic courses and Continuing Professional Development (CPD) opportunities
* the promotion of careers path information
* requests to complete relevant surveys
* and for any other use deemed to sit within our data protection statement

**You are in control: your rights under the Data Protection Act**

The Data Protection Act gives you the right to request that your data is not used for any of the above purposes. If you do not wish your personal details to be used by the Development Office for any or all of the above purposes, you can change your communications preferences at any time by contacting development@cam.ac.uk or +44 (0) 1223 339301, or by writing to Keeper of the Records, Jesus College, Cambridge, CB5 8BL.

If you do not wish the Development Office to contact you we will remove your address and contact details from your record. (minimal information about you is always retained to make sure you are not contacted again inadvertently)

We will publish any changes we make to this data protection statement and, where appropriate, notify you by email. Under the Data Protection Act you have the right to be told whether information exists about you, and the right to receive the information.